

Holleybrooke Homeowners' Association, Inc.  
C/O Signature Property Management  
5311 Lakeside Ave.  
Richmond, VA 23228  
804-746-7466  
**[www.holleybrooke.org](http://www.holleybrooke.org)**

To all residents:

We are anticipating this to be another challenging pool season due to pandemic circumstances. We are proceeding with plans to open; the dates are to be determined. We are hoping the date will be May 29<sup>th</sup> and as soon as we know, it will be posted on the neighborhood HOA signs and on our website.

Please keep checking the Holleybrooke web page for information so you will have the correct information. [www.holleybrooke.org](http://www.holleybrooke.org)

Attached you will find the 2021 Pool Information Packet. All residents/tenants **must** complete the 2021 application. Pool passes **will not** be validated or new passes issued without a completed application. Landlords/property managers must also complete a form in order for tenants to obtain pool passes (separate forms are mailed to the landlord/property manager).

If you have pool passes from last year, do not mail them in, you may bring them to the shed (or pavilion) with a completed application. If you sent them to us last season (2020), but did not pick them up, we still have them. Please complete the 2021 application and present it when you pick up your passes. Should you decide to wait to pick them up from the lifeguards when the pool opens, a completed 2021 application will still be required.

We will also schedule two evenings when you can **drop off** a completed application and your passes to be validated. We **will not** be processing them at that time nor mailing them back to you. They will be available for pick up with the lifeguards when we open.

For those who have never had a pass, we will be scheduling times to be available to take photos for passes once we receive the permission from

the Governor to do so. If you have photos (1x1), or pictures we can crop to use on the new passes, please drop them off on the dates listed below and we will process them.

We plan to schedule pool parties for the 2021 season, but this will depend on the developing COVID restrictions.

As information becomes available, we will post it on the Holleybrooke web site. Please do not rely on other social media sites for this information.

Should you have any questions, please send an email to [Holleybrookeva@gmail.com](mailto:Holleybrookeva@gmail.com) or go to the web site [Holleybrooke.org](http://Holleybrooke.org) and use the contact link.

Dates we will be at the Holleybrooke shed for **drop off only** are as follows:

May 19	(Wednesday)	6:30 to 8:00 pm
May 25	(Tuesday)	6:30 to 8:00 pm

Every attempt will be made for you to enjoy whatever time we have at the pool.

Thank you for your cooperation and understanding with this situation.

**If you wish to receive future correspondence by email instead of paper, please indicate on the forms and provide your email address.**