

Holleybrooke Association, Inc.
C/O Signature Property Management
5311 Lakeside Ave.
Richmond, VA 23228
804-746-7466
www.holleybrooke.org

To all residents:

Attached you will find the 2023 Pool Information Packet.

All residents/tenants **must** complete the 2023 application. Pool passes **will not** be validated or issued without a completed application.

Landlords/property managers must complete the tenant declaration 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 at the pool with a completed application. If you sent them to us last season (2022), but did not pick them up, we still have them. Please complete the 2023 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 2023 application will still be required.

Included with this packet is a schedule of dates when you can **drop off** a completed application for your passes to be validated. Passes **will not** be processed or validated at that time, nor will they be mailed back to you. All dropped off applications and passes will be available for pick up on pool pass validation dates and times or may be obtained at the lifeguard station when the pool is open.

For those who have never had a pass, or lost your pass, you will need to provide a photo (**1" square**) or email a digital photo with a completed application to the address listed below. Currently, we are unable to take photos for the 2023 season.

Should you have any questions, please send an email to HollebrookeVApool@gmail.com or go to the web site www.holleybrooke.org for additional information.

**2023 Holleybrooke Homeowners' Association, Inc.
Annual Resident Pool Application**

All residents/tenants must complete this form. Homeowners who have rental properties within the subdivision MUST provide a copy of the special information sheet completed and signed, listing the names of ALL legal tenants (including children) living at the property. Homeowners are liable for the compliance with the Rules and Regulations, therefore, landlords are expected to review these Rules and Regulations and supply a copy to their tenants prior to pool season opening.

ALL residents/tenants with children over the age of 18 must provide two forms of residency (Driver's license, utility bill, pay stub, bank statement, current voters ID, etc...)

ALL residents who need a new photo or lost your passes must provide a picture (preferably 1" square). You may include this photo with a completed application or email a digital print to HolleybrookeVA@gmail.com or go to the website Holleybrooke.org and click on contact us.

Currently, we are unable to take photos for the 2023 season.

DO NOT MAIL THE APPLICATION and PASSES TO BE VALIDATED. You may drop them off during the scheduled times or leave them with the lifeguards.

Please note that all requested information must be provided. Landlords/Property Managers must provide the required information for tenants and incomplete applications will result in denial of use of the Association amenities.

ALL dues must be paid, and any ACC violations must be remedied before pool passes will be issued.

Pass replacement cost if lost: \$5.00 per pass.

Property address: _____

Owners: _____

Phone # () _____ Alt. phone # () _____

EMAIL: _____ preferred method Yes or No

(Provide email address if you wish to receive future correspondence via email instead of paper.)

Does someone other than the owner occupy this residence? Yes or No

Have you ever had pool passes? Yes or No

If yes, do you still have them? Yes or No

Owner Address if different from property address _____

Tenant name on lease if applicable: _____

Phone # () _____ Alt Phone # () _____

Additional family members residing at the property: (please print all names)

Name _____ DOB _____ Relationship _____

Name _____ DOB _____ Relationship _____

3.

Name _____ DOB _____ Relationship _____

Name _____ DOB _____ Relationship _____

Name _____ DOB _____ Relationship _____

Name _____ DOB _____ Relationship _____

Name _____ DOB _____ Relationship _____

Name _____ DOB _____ Relationship _____

Name _____ DOB _____ Relationship _____

Name _____ DOB _____ Relationship _____

NOTE: Community Rules and Regulations are available on the web at www.Holleybrooke.org.

Parents are responsible for the behavior of their children and are expected to instruct their children to observe all community and pool rules and regulations.

CERTIFICATION

I certify all individuals listed on this form are family members including adopted and/or foster children that live in my home on a permanent basis. Childcare and hired babysitters are **NOT** considered family members and will require a guest pass to obtain entry to the pool (provided they are 18 or older).

All applicants listed on this sheet **AGREE** to abide by the rules and regulations governing the operations and use of the common grounds and the community pool and not hold the Holleybrooke Homeowners' Association, Inc., its employees, or the Board of Directors liable for any personal injury sustained by any guest while using the facility.

I UNDERSTAND the privileges associated with and continued use of Association amenities (to include pool) are contingent upon receipt of payment for all homeowner's dues, liens, judgments and assessments due the Association and the resolution of any and all Architectural Control Violations on my lot. I further **UNDERSTAND** that all information gathered on this form will be used for the HHOA business purposes only.

I understand that all information provided is true, any false information can result in loss of pool privileges.

Signed _____ Date _____

SUBJECT TO CHANGE

Beginning May 27

POOL HOURS

Monday through Sunday

12 pm – 8 pm

June 4th thru August 6th

Sunday Evenings will be reserved for Adult Swim 6:45 pm to 8:00 pm

SCHOOL HOURS

Aug. 9 – Aug. 11	3 – 8 pm
Aug. 12 – Aug. 13	12 – 8 pm
Aug. 14 – Aug. 18	3 – 8 pm
Aug. 19 – Aug. 20	12 – 8 pm
Aug. 21 – Aug. 25	3 – 8 pm
Aug. 26 – Aug. 27	12 – 8 pm
Aug. 28 – Sept. 1	3 – 8 pm
Sept. 2 - Sept. 4	12 – 8 pm

EVENT CALENDAR

<u>Date</u>	<u>Event</u>	<u>Time</u>
Saturday June 17	Late Night Family Swim	Open till 10 pm
Saturday July 15	Hot Dog Party	8 pm – 10 pm (Rain date July 16 or July 22)
Friday July 28	Late Night Family Swim	Open till 10 pm
Saturday August 12	Late Night Family Party	8 pm – 10 pm
Saturday August 26	Late Night Family Swim	Open till 10 pm

**Events and pool hours are subject to change due to weather or
Special circumstances. A sign will be posted at the pool.**

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POOL RULES AND REGULATIONS

The Holleybrooke Homeowners' Association, Inc. Resident adhere to and enforces all general rules and guidelines set forth by the American Red Cross.

1. No diving
2. No running
3. No glass containers
4. Smoking or vaping is prohibited within 25 ft. of the pool perimeter.
5. The use of drugs and alcohol is always prohibited.
6. The use of vulgarity is always prohibited.
7. The use of floatation devices, including pool noodles, are not permitted in the deep end of the pool.
8. All children (under 12) must be supervised by a parent or adult over the age of 18.
9. Any child using inflatable armbands must be supervised one-on-one with an adult who is in the water and within an arm's length of child.
10. For a child using a personal floatation device (PFD) that is **Coast Guard** approved and with a leg strap, only that child will be allowed outside arm's length but still must have adult supervision at least sitting on the side/edge of the pool with their feet in the water.
11. The maximum size for floatation devices is 30 inches.
12. Squirt guns are prohibited.
13. The use of the wading pool is for children 5 and under. Any child using the wading pool must always be accompanied by a parent or adult over the age of 18.
14. **Cloth and standard disposable diapers** are prohibited for use at the community pool. All non-potty-trained children must wear diapers or the "special" disposable swim diapers.
15. The lifeguards have permission from the Board of Directors to enforce any rule or safety issue that may arise regardless of whether it is a printed rule or not.

(This list is the "highlighted" rules, a complete list of all the rules is available from the lifeguards and on the HHOA website.)

*****Please note that the grounds and facilities are monitored by video surveillance. Security cameras and recording equipment are always in use. *****