

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

To all Landlords and/or Property Managers:

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 for tenants to obtain pool passes (separate forms are mailed to the landlord/property manager).

The tenants will need to follow the guidelines below:

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, you will need to provide a photo (1" square) for each legal resident on the lease. A digital photo may be sent or should you have any questions, please send an email to HolleybrookeVApool@gmail.com or go to the web site www.holleybrooke.org for additional information.

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.**

**2023 Holleybrooke Homeowners' Association, Inc.
Tenant Declaration Pool Application Form**

To Whom It May Concern:

The 2023 Pool Season is just around the corner. Currently, we request that all Property Managers who own or manage rental property in the Holleybrooke/Cobblestone Subdivisions complete and sign the following information and return it as soon as possible to:

Holleybrooke Homeowners' Association, Inc.
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This information must show the names of all legal tenants (including children) living at the property.

- **Prior to issuing pool passes to tenants, the HHOA must have on file this signed information sheet, verifying that they are the legal full-time residents of the property.**
- **If there are any violations against your property, your tenants will not be able to receive pool passes.**
- **Any false information on these forms will constitute the grounds for pool passes to be revoked.**

Please forward the required documentation identifying the legal tenants to the address shown above as soon as possible.

Thank you for your cooperation. If you have any questions, please call the number listed above and leave your name and phone number.

If you wish to receive future correspondence via email instead of paper, please provide your email below.

Property address _____

Owner's Name _____

Phone _____

Owner's address _____

EMAIL: _____ Preferred method: Yes or No

**2023 Holleybrooke Homeowners' Association, Inc.
Tenant Declaration Pool Application Form (cont.)**

Legal tenants residing at the above property (including children)

Name _____

DOB _____

Name _____

DOB _____

Name _____

DOB _____

Name _____

DOB _____

Name _____

DOB _____

Name _____

DOB _____

Name _____

DOB _____

Name _____

DOB _____

Name _____

DOB _____

Name _____

DOB _____

I verify that the above information is true.

Print Name: _____

Signature: _____

Title: _____

Date ____/____/____

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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. Squir 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. *****