

Compton Village Homeowners Association Pool Registration Procedures

In order to utilize the pool this season, please complete and deliver, or mail, the enclosed Pool Registration Form and rules to Compton Village HOA, 14401 Compton Village Drive, Centreville VA 20121. *If you would like pool passes mailed to you, you need to include a postage paid envelope with your application.* Otherwise, they will be available at the lifeguard station at the pool.

Compton Village is utilizing a new pool pass program this year. Permanent plastic cards will be issued to applicant homeowners. These cards will be used from this year forward. After this year, new cards will only be issued to new applicants, new homeowners, or to replace lost or damaged cards. These new cards are barcoded and will be electronically scanned by the lifeguards for admission to the pool. Guest passes will not be issued physically, but rather maintained electronically in the database.

If your e-mail address is on file with the Compton Village HOA, you will be receiving a mailing from our vendor with information on how to access your account on the new system. If your e-mail is not on file, you will need to e-mail the Compton Village office at comptonvillage@verizon.net and your account information will be sent to you. Once you receive your account information, please access your account to make sure your family members are accurately represented. Those who received pool passes last year should already be there, but you may need to double check spelling and add birthdates. *The 2018 application still needs to be submitted. The software portal is just the way the passes will be administered.*

Please keep in mind the following items:

- Access will not be granted to any person without a valid pool pass.
- No household will be issued pool passes and/or privileges may be suspended if the homeowner(s) account is past due or there are outstanding architectural violation(s) on the lot.
- Visitor passes from previous years cannot be redeemed for 2018 visitor passes.

The items noted above must be resolved through management no later than May 19, 2018 in order to receive passes by opening day.

Every household child seventeen (17) years and younger must be listed on the Pool Registration Form. Children under (5) do not need a pool pass.

If you as a Homeowner wish to transfer your privileges to your lessee, complete the Homeowner Transfer portion, and then forward this packet to your lessee as soon as possible. After the lessee has completed their portion, the application should be mailed to Compton Village HOA. Owners must ensure that a current copy of the lease is on file with the management office. Passes will not be issued until the lease is on file.

Homeowners should complete their applications and mail it to Compton Village HOA.

Guest Passes

All guests must be registered at the Guard's desk before entering the bathhouse. Compton Village membership cards, guest passes and child care provider guest passes are the property of Compton Village Homeowners Association Governance and are not transferable.

- **Guest Passes:** Each unit in Compton Village applying for pool facility pass cards will receive ten guest passes. With the new pool pass system, the guest passes will be maintained electronically in the database. Usage of the guest pass will be noted by the lifeguards at the time of the guest's entrance to the pool. The guest pass shall be used for each guest age six (6) and older, upon each admittance to the pool facility. After ten passes been used, additional passes may be purchased for \$20.00 from the On-site Manager during office hours. The \$20.00 secures ten (10) additional guest passes. Please see pool rules for pool parties. You can check your remaining number of guest passes using your online account
- **Child Care Provider Guest Pass:** A Childcare Provider Guest Pass may be purchased for \$50 (check only — no cash or credit cards accepted). This pass is valid for the entire season. One pass is allowed per family. This pass is transferred if there is a change in child care. The pass allows a child care provider use of the pool facilities when supervising their employer's children or when they are accompanied by their employer.