

Leeland Station Community Association

2018 Pool Registration

The Leeland Station Community Association pool will open SATURDAY, May 26 at 11:30 am. All residents will need to be registered with their homeowner accounts in good standing in order to be allowed access to the pool.

Enclosed you will find two (2) applications.

IF YOU

- Did not register last year you will complete **APPLICATION 1**.
- If you registered last year you will complete **APPLICATION 2**.

What You Need to Know

- IN ORDER TO PROCESS IN A TIMELY MANNER, THERE IS A **DUE BY DATE OF MAY 7TH** FOR NEW APPLICATIONS/PASSES.
- For new registrations, include each member of the household over the age of 3 on the registration form. Forms must be emailed to betty.claytor@fsresidential.com or dropped off in person during clubhouse hours.
- **Landlord Relinquishment Forms have been mailed to all off-site owners. Tenants should verify that offsite owners/agents have received the forms and have turned them in timely.**
- Additional copies are available on the Leeland Station website at www.leelandstation.org and at the clubhouse office.
- Only 2 guest passes are issued per household. Ten punch cards are available for purchase at the clubhouse office during clubhouse hours only. No cash accepted, only check or money order at \$20.00 per punch pass. (Refer to the Rules & Regulations for more information).

If you have any questions on any of the applications or rules, please email the community manager Katrinea at Katrinea.Erb@FSResidential.com.



Clubhouse Spring/Summer Hours: April – August '18

Mondays 10:00 am – 2:00 pm

Thursdays 3:00 pm – 7:00 pm

The first Tuesday of Each Month 4:00 pm – 7:00 p.m.

Every Other Saturday 10:00 am – 2:00 p.m.

April 14th & 28th, May 12th & 26th, June 9th & 23rd, July 7th & 21st, August 4th & 18th

Instructions for Registering for Leeland Station Swimming Pool Passes or Renewal

Registration / Validation of Previously Issued Passes

1. **First Time Registration.** If this is your first-time registering for pool passes you must complete the standard form included in this packet (#1 on the left top of the form). Additional copies can be down loaded from the leelandstation.org website or picked up at the clubhouse during normal operating hours.
2. **Renewal Registration.** Residents that previously registered for, and have previously issued pool passes for family members and two guest passes may use the “short form” included in this packet (#2 on the left top of the form). Additional copies can be down loaded from the leelandstation.org website or picked up at the clubhouse during normal operating hours.
3. **New Renters.** Your Landlord must submit the completed standard registration form along with a copy of the current lease. Renters previously registered with a current lease on file may complete the registration short form directly unless lease has expired. A copy of any new lease or extension must accompany the registration form.
4. **Submission.** Complete the applicable registration form and put in envelope along with all previously issued swimming pool passes, including guest passes, and place in drop box located by the front door of the Belle Air Clubhouse. Your passes will be processed or validated the next clubhouse business hours of operation. An email will be sent when the passes are ready for pick up at the clubhouse. No passes will be issued by the lifeguard or at the lifeguard stand.
5. **Lost or Missing Passes.** If you lost or are missing previously issued pool passes; indicate such on the registration form. There is a replacement fee of \$5.00 per pass. If this is the case, please include a check / money order for the appropriate amount payable to Leeland Station Community Association. No cash is accepted.
6. **Guest Passes.** Residents are issued two Guest Passes and may bring additional guests at \$2.00 per guest per day. Additional guests will only be admitted via use of a Leeland Station Ten Punch Guest Card. Resident members planning to bring more than 10 guests a day must notify the Lifeguard manager two days in advance. If you desire a Ten Punch Guest Card, indicate this on the registration form and enclose a check / money order for \$20.00 payable to Leeland Station Community Association. Ten Punch Guest Cards maybe purchased during clubhouse office hours of operation only via check or money order. No cash is accepted.
7. **Questions?** Contact Betty via email- Betty.Claytor@FSResidential.com or Katrinea.Erb@FSResidential.com .

The 2018 Spring/Summer Clubhouse Hours are as Follows:

Mondays 10:00 a.m. – 2:00 p.m.

Thursdays 3:00 p.m. – 7:00 p.m.

The first Tuesday of each month 4:00 p.m. – 7:00 p.m.

Every other Saturday from 10:00 a.m. – 2:00 p.m. April – August

(See schedule below)

April 14th & 28th, May 12th & 26th, June 9th & 23

July 7th & 21st, August 4th & 18th

ASSOCIATION ASSESSMENTS MUST BE PAID IN FULL IN ORDER TO OBTAIN 2018 POOL PASSES. NO EXECPTION!