

Leeland Station Community Association

2021 Pool Registration

The Leeland Station Community Association pool will open for the 2021 Season on SATURDAY, May 29th, at 10:00 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. Residents may submit their completed pool registration forms via email to kori.lee@fsresidential.com, drop them off at the Clubhouse during office hours, or utilize the Clubhouse drop box (please do not leave forms in the USPS mailbox). If you already have passes, we will mail your renewal stickers to the address provided. Please be sure to indicate how many passes require renewal stickers on the form. New passes will also be mailed based on the application.

IF YOU:

- Do not hold existing LSCA pool passes; you will complete **APPLICATION 1**.
- Hold existing LSCA pool passes; 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 15TH** FOR NEW APPLICATIONS/PASSES.
- For new registrations, include each member of the household over the age of 5 on the registration form.
- **Landlord Relinquishment Forms have been mailed to all offsite owners. Tenants should verify that offsite owners/agents have received the forms and have turned them in. We will not be able to renew/issue passes without a current release or lease on file.**
- Additional forms can be found on the Leeland Station website at www.leelandstation.org and available at the Clubhouse during regular office hours.
- Only two (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 on guest passes for the 2021 Season).

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



Clubhouse Spring/Summer Hours: May – August '21

Monday - 10:00 am to 2:00 pm

Tuesday - 2:00 pm to 7:00 pm

Wednesday - 10:00 am to 2:00 pm

Thursday - 2:00 pm to 7:00 pm

Saturday - 10:00 am to 2:00 pm*

*May 8th, May 15th, June 12th, June 26th, July 10th, July 24th, August 14th, and August 28th.

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 (long) form included in this packet (#1 on the left top of the form). Additional copies can be downloaded 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 downloaded from the leelandstation.org website or picked up at the Clubhouse during normal business hours.
3. **Renters.** Your Landlord must submit the completed long registration form (marked #1 on the left top of the form) with all residents listed, along with a copy of the current lease, and the Landlord Amenities Relinquishment Form. Renters previously registered with a current lease on file may complete the registration short form (#2 on the left top of the form) directly unless the lease has expired. For expired leases, a copy of any new lease or extension must accompany the registration form. All applications and associated documents may be submitted to kori.lee@fsresidential.com.
4. **Submission.** Complete the appropriate registration form and place it in the drop box located by the Belle Air Clubhouse's front door. Pool passes and renewal stickers issued for applications submitted before May 15th will be mailed to residents. For applications submitted after May 15th, 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. 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 the use of a Leeland Station Ten Punch Guest Card. Resident members planning to bring more than ten (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 may be purchased during clubhouse office hours of operation only via check or money order. No cash is accepted. **NOTE: At this time, Guest Cards will not be issued for the 2021 Season.**

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