

# *Leeland Station Community Association*

## **2020 Pool Registration**

The Leeland Station Community Association pool will open as soon as the social distancing ban is lifted. While we do not know what date that will be, our plan is to have the pool ready, complete registrations like the normal pool season. All residents will need to be registered and must be in good standing in order to be allowed access to the pool.

Enclosed you will find two (2) applications. Please complete the correct documents, and submit it by the due date to [kori.lee@fsresidential.com](mailto:kori.lee@fsresidential.com) or drop it off at the Clubhouse. The Clubhouse is currently closed to visitors, however, you may leave your update form in the drop box located at the Clubhouse as well. If you already have passes, we will mail your stickers. Please be sure to indicate how many passes you need stickers for on the form. New passes will also be mailed based on the application.

### **IF YOU**

- Did not register last year you will complete **APPLICATION 1 (Long Form)**.
- If you registered last year you will complete **APPLICATION 2 (Short Form)**.

## What You Need to Know

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- IN ORDER TO PROCESS ALL PASSES IN A TIMELY MANNER, THERE IS A **DUE BY DATE OF MAY 15TH** FOR NEW OR REPLACEMENT PASSES.
- For new registrations, include each member of the household over the age of 5 on the registration form. Long Forms must be emailed 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. We will not be able to renew/issue passes without a current release or lease on file.**
- Additional forms are available on the Leeland Station website at [www.leelandstation.org](http://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. The cost is \$20 per punch card payable via check or money order. No Cash will be accepted (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 Katrina at [Katrinea.Erb@FSResidential.com](mailto:Katrinea.Erb@FSResidential.com).



## **Clubhouse Summer Hours: June 10<sup>th</sup> – August '20**

Mondays 10:00 am – 2:00pm

Tuesdays 4:00 pm – 7:00 pm

Thursdays 3:00 pm – 7:00 pm

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

## **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](http://leelandstation.org) website or picked up at the clubhouse during normal operating hours. Please send completed applications to [kori.lee@fsresidential.com](mailto:kori.lee@fsresidential.com) , we will mail your passes while the clubhouse is shut down for visitors.
2. **Renewal Registration.** Residents that have previously registered for, and have previously issued pool passes for 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](http://leelandstation.org) website. Please drop off your completed forms the drop box outside the Clubhouse entrance. Your stickers will be mailed to you.
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 directly unless the lease has expired. A copy of any new lease or extension must accompany the registration form. If you are a new renter your Landlord may submit your application to [kori.lee@fsresidential.com](mailto:kori.lee@fsresidential.com) , if you are renewing your passes you will need to turn in the old passes to the clubhouse with the short form.
4. **Submission.** Complete the applicable registration form, place in drop box located by the front door of the Belle Air Clubhouse. Your passes will be processed as soon as possible. We will mail your stickers/passes to you while the clubhouse is on shutdown. When we reopen, an email will be sent to the email address on the application when your 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 or guest 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. If you have lost your Guest Pass please indicate so on the short form, and include a \$5 check/money order for the replacement pass. 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 at least 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.

### **Questions?**

Contact Katrinea at [Katrinea.Erb@FSResidential.com](mailto:Katrinea.Erb@FSResidential.com)

**ASSOCIATION ASSESSMENTS MUST BE PAID IN FULL IN ORDER TO OBTAIN 2020 POOL PASSES. NO EXECPTIONS!**