

Green Trails Homeowners Association Pool Registration Procedures

In order to utilize the pool this season, please complete and mail the enclosed Pool Registration Form and Season Guest Pass Application (if applicable) along with a **self-addressed stamped envelope** to: Sequoia Management Company, Inc, 13998 Parkeast Circle, Chantilly, Virginia 20151.

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 account is past due.
- Visitor passes from previous years cannot be redeemed for 2005 visitor passes.

The items noted above must be resolved through management no later than May 20, 2005 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 Sequoia Management Company, Inc.

New homeowners should complete their applications and mail it to Sequoia Management Company, Inc. Please specify that you are a new owner on your application.

Lost Pool Passes

If you lose your pool pass during the 2005 season, you will need to obtain a replacement through Sequoia Management Company, Inc. for a cost of \$5.00. Please make the check payable to Green Trails Homeowners Association. Mail the check along with the completed registration form and self-addressed/stamped envelope to Sequoia Management Company, Inc.

Lamination of Cards

Please complete all pertinent information on the pool passes. Staff will be on-hand to laminate your cards at either Sequoia Management Company, Inc. or the lifeguard station.

Guest Passes

All guests must be registered at the Guard's desk before entering the bathhouse. ManorGate pool membership cards, guest passes and season guest passes are the property of Green Trails Homeowners Association Governance and are not transferable.

- **10 Punch Guest Pass:** Each unit in ManorGate applying for pool facility passcards shall receive one (1) ten-punch guest passcard. The guest passcard shall be punched for each guest age six (6) and older, upon each admittance to the pool facility. After ten (10) punches have been taken from the guest passcard, an additional passcard may be purchased for \$20.00 from the Property Manager during office hours. Used guest passcards shall be returned to the Property Manager for validation of an additional guest passcards.
- **Season Guest Pass:** A nonresident of ManorGate residing in a member's home for the summer. A passcard may be obtained through the management agent when the head of the household completes and signs the Season Guest Application form and submits payment of \$20.00 per pass. This pass will be valid for the entire summer. Each household is **limited to two (2) Season Guest Passes**.

Please call Kristy Faulk at Sequoia Management Company, Inc. to schedule an appointment to obtain passes if you wish to get them in person. You must schedule an appointment to get passes the same day. Otherwise, you must leave your application and staff will contact you when the passes are ready for pick up. Please keep in mind you may also mail your application with a stamped, addressed envelope to Sequoia and your passes will be mailed to you. Ms. Faulk may be contacted at (703) 803-9641 or via email at: kfaulk@sequoiamanagement.com.