

# POOL NEWS AND REGISTRATION

Newberry Towne Association, Inc.  
April 2019



Summer is approaching and preparations are underway for the Pool Opening on May 25.

## IMPORTANT CHANGE IN 2019:

**IF YOU DO NOT register at one of the on-site sessions listed below, you will have to make an appointment with the Property Manager and REGISTER IN PERSON AT HER OFFICE IN HENRICO at 8010 Ridge Road, Suite F. Appointments must be scheduled at least one week in advance.**

**Owners: You must register to use the pool and to authorize pool passes for residents and tenants of your property.** To be eligible to register, the amount owed to the Association must not exceed \$350.

**Owners who rent their home** must present a Tenant Authorization form in person or submit a notarized form to [greatdaymanage@gmail.com](mailto:greatdaymanage@gmail.com). Passes for renters will not be processed until a valid form is received.

**Renters** can register after the landlord submits a valid Tenant Authorization form to the Association.

Residents must present a valid pass to use the pool. **The fastest and easiest way for Owners to obtain passes for residents of their household and tenants is to appear at one of the On-Site Pool Registration Sessions:**

- Complete the Registration Form; include yourself and members of your household. If you want to register your tenants, complete the Tenant Authorization form also.
- Bring the form—and the residents of your household that you authorize to use the pool—to one of the On-Site Registration Sessions listed below. (**Note:** The form must be completed by an Owner and delivered in person; otherwise, it must be notarized.) Tenants may attend separately after a valid Tenant Authorization form is on file.
- **Bring a valid photo ID.**
- **If you have pool passes from a recent year**, please bring them with you to speed up the process. If you bring a recent pass for a resident of your household, the resident will not need to attend.
- Photos will be taken for use on new passes.

## ON-SITE POOL REGISTRATION SESSIONS

	Date	Time	Location
Saturday	May 4	11:00 am-1:00 pm	2829 Ennismore Court (at the "shop")
Tuesday	May 7	6:00-7:30 pm	2829 Ennismore Court
Saturday	May 11	9:00-11:00 am	2829 Ennismore Court
Thursday	May 16	6:00-7:30 pm	2829 Ennismore Court
Saturday	May 18	9:00 am-12:00	2829 Ennismore Court

## ... AFTER THE REGISTRATION SESSIONS ...

- Pool Passes will be processed **by appointment only at the Property Manager's office in Henrico.** Appointments must be scheduled **at least one week in advance.** If you have questions or would like to schedule an appointment, contact Margie at Great Day Management at **804-234-3548** or [greatdaymanage@gmail.com](mailto:greatdaymanage@gmail.com).
  - Parents/Guardians who wish to allow their children who are 14-17 years old to use the pool without their supervision must appear in person to present a Parental Consent form or submit a notarized form.
  - Forms may be obtained from and must be returned to [greatdaymanage@gmail.com](mailto:greatdaymanage@gmail.com). Forms will also be available on the community's website at [www.newberrytowne.com](http://www.newberrytowne.com): click on the Pages and Links tab and scroll to the POOL section.

- Owners must be registered to access the community's website. To register, visit [www.newberrytowne.com/register](http://www.newberrytowne.com/register), complete the form, **enter your address** into the **Message to the site admin** field, check the two boxes underneath, and click on **Sign up Now**.
- Owners who are **not** in good standing will be allowed to use the pool upon presenting a valid photo ID during a Board Sponsored Event **only**. Notices of events will be posted on the Bulletin Board near the entrance to the community and on the website.

Regards,  
*The Newberry Towne Association, Inc. Pool Committee*

# Pool Registration Form—Newberry Towne Association, Inc.

**... PLEASE PRINT LEGIBLY ...**

1.	Owner Name: _____ Home Phone: _____ Office: _____ Cell: _____ E-mail: _____ (For NTA business use only)
2.	I certify that I am an Owner of the property located at _____ <p style="text-align: right;"><b>Address</b></p> in Newberry Towne. I have read the pool rules and agree to be held fully responsible for my actions and the actions of residents, guests, and invitees of the property and shall be held liable for damage and/or penalized for infractions of the rules or regulations.  I authorize the issuance a Pool Pass to the person(s) named in the section below and hereby certify that <b>each person is a resident of my property.</b>  <div style="display: flex; justify-content: space-between;"> <span>_____</span> <span>_____</span> </div> <p style="text-align: center;">Signature <span style="margin-left: 200px;">Date</span></p>

## Application/Authorization for Pool Pass(es)

**Note: Do not list the name of any person who does not reside at the property address.**  
 Doing so is a violation of Association policy and will result in the loss of pool privileges for every person at the residence for the entire pool season.  
 Each household may have up to 4 Guests per household per visit. **Pool passes are not issued to Guests.**

	RESIDENT'S FULL NAME	AGE... if < 18		RESIDENT'S FULL NAME	AGE... if < 18
1		6			
2		7			
3		8			
4		9			
5		10			

### ADMIN USE— Processing Checklist

Owner #1 Photo ID:  DriverLicense     DMV ID     Passport    **MATCH:**     Signature Match     Photo Match

Records Verification:  Owner Name matches NTA Records     "Good Standing" verified by Property Manager or List

Processed by: \_\_\_\_\_

**TENANT AUTHORIZATION FORM — Newberry Towne Association, Inc.**

(Note to Owners: When you authorize the Association to allow your tenants to use the Association's swimming pools and recreational facilities, you do not forfeit your right to use the amenities. )

As Owner or Agent for the owner(s) of the property described below, I hereby authorize the Association to issue pool passes to the tenant(s) named below.

I understand that I am fully responsible for damages to Association property as a result of use or misuse of said property by the tenants or guests of the tenants. I further understand and agree that:

- I have received a printed copy of the Association's Pool Rules.
- I am responsible for ensuring that tenants know and abide by the Association's policies, rules, and regulations.
- I meet the eligibility requirements for this property as stated in the Pool Handbook.
- My tenant may bring up to four (4) guests to the pool per visit. The guests must exit the pool when the tenant leaves.
- This authorization is valid during the period the named tenants reside at my property and/or until December 31st of the signage year unless revoked by me in writing. I am responsible for notifying the Association's Agent when a named tenant no longer resides at my property.

**To be Completed by Owner of Record**

Name of each tenant to whom I authorize the Association to issue a pool pass:

Tenant's First Name	Tenant's Last Name	If under 18, list Age	Phone	Email

Owner Name: \_\_\_\_\_  
(Please Print)

Owner Signature: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

EMAIL Address: \_\_\_\_\_

Forms that are submitted to the Pool Committee by the Owner in person or that are submitted via an e-mail address that can reasonably be identified as belonging to the Owner may be accepted without a Notary's signature. Otherwise, this form must be notarized prior to submission.