

# Carisbrooke Homeowners Association, Inc.

101 Blue Seal Drive  
Suite 100  
Leesburg, VA 20175

Dear Carisbrooke Homeowner:

We are pleased to announce that the Carisbrooke Homeowners Association pool will open Saturday May 28, 2011. The pool will be managed this year by Continental Pools Incorporated. Please note the following changes in pool operation hours:

Monday – Friday	12 – 8 PM
Sat, Sun, & Holidays	11 AM – 8 PM
Public School Days	pool opens at 4 PM

This information is being mailed to all Carisbrooke *owners*. If you are an off-site owner and wish to assign your pool rights to your tenants, you must sign where indicated on the application and forward the application to your tenant to complete and submit to PMP.

Please complete the enclosed application and return it to PMP. **Children ages 4 and under do not need a pool pass.** Passes should be retained at the end of each pool season for renewal purposes. If you have your pool passes from last year, please complete the application, mark the box labeled RENEWAL, and indicate how many 2011 renewal stickers you require (one for each family member's existing pass). You will be issued 2011 stickers which should be affixed to the existing pool passes.

Children ages 5 to 11 will be issued a red sticker for their pool pass to indicate that they must be accompanied by an adult to enter the pool facility. Children ages 12 to 17 will be issued a yellow sticker to indicate they may enter the pool without an adult. Individuals 18 and over will be issued a green sticker.

The application must be ***filled out in its entirety***. Your new passes will not be mailed to you, but will instead be delivered to the pool facility. All applications received prior to May 20<sup>th</sup> will be at the pool and ready for pick up on May 28<sup>th</sup>. Simply give your name and address to the guard on duty and he or she will hand you an envelope containing your passes. Applications received after May 20<sup>th</sup> will be processed and sent to the pool for pick up on Fridays. **Passes can take up to two (2) weeks for processing, so please plan ahead!**

Each family will receive 2 guest passes at no charge. Additional guest passes will be sold for \$2.00 per pass. The passes will expire September 5, 2011. Guest passes will be available for purchase through the PMP office in Leesburg or at the pool in exchange for a check made payable to Carisbrooke HOA. Cash will not be accepted.

We look forward to seeing you and your family at the Carisbrooke pool this year!

Sincerely,

Audra J. Wallace, CMCA<sup>®</sup>, AMS<sup>®</sup>  
Community Manager