

Park Summit Homeowners Association

c/o Vanguard Management Associates, Inc.
P.O. Box 39 • Germantown, Maryland 20875-0039
www.parksummit.net

Spring 2017

Dear Park Summit Homeowners Association Homeowner,

Pool season is almost here! The swimming pool facility will open on Saturday, May 27, 2017 for the season, which ends September 4, 2017.

This package contains important information about your 2017 swimming pool passes.

As always, Vanguard Management will work with you to provide efficient service throughout the pool season. You are encouraged to complete and return your application form as soon as possible. All pool applications received by May 1st will be processed and mailed before opening day. **Any applications received after May 1st will be processed as quickly as possible, but are not guaranteed to be mailed before the pool opens.** PLEASE NOTE - POOL PASSES CANNOT BE PICKED UP AT VANGUARD MANAGEMENT'S OFFICE. All passes will be mailed via USPS.

Enclosed you will find your Pool Pass Application and instructions to assist you in completing the application. By signing your application, you are agreeing to adhere to the rules of the pool. Please fill in all of the information requested on the application form. **Incomplete applications will be returned to the applicant for completion of all missing information.** Please note that this will delay the processing and mailing of your pool passes.

In order to receive your pool passes, you must meet the following qualifications:

1. You must live in or own a home in the community.
2. Your assessments must be current. If you have questions about your account, contact Vanguard Management's accounting department at (301) 540-8600 X3302.

Please read the following instruction pages carefully for instructions on completing and sending your pool application for the 2017 pool season.

No e-mail or facsimile applications will be accepted. ***If you have any questions, please contact Vanguard Management by visiting www.vanguardmgt.com.***

Thank you,

The Board of Directors

Park Summit Homeowners Association

2017 Pool Pass Application Instructions

1. Complete the application.

PART A: Homeowner Information

- Enter the house number and street address of your Park Summit home.
- Enter the name of the owner of this home.
- Enter the address of the owner of this home if the owner lives elsewhere, otherwise enter "same".
- Enter the homeowner's home and work phone numbers.
- Enter the homeowner's email address.

PART B: Residents at this Address

- Enter the first and last names of everyone living at Park Summit home. (Please note - passes will be issued to either owners or tenants but not to both).
- Enter the age of everyone living at Park Summit home. All residents who are 18 years of age or older with a different last name from the homeowner MUST provide proof of residency (i.e. copy of current MD driver's license or photo ID card showing Park Summit address) with the complete pool application.

Part C: Signature

The Park Summit homeowner will need to sign the application agreeing to abide by the rules and regulations posted at the pool and certifying that the information provided on the application is accurate. If applicable, owners submitting applications with tenant applicants must sign the application. Applications will not be processed if submitted without appropriate signatures. **The pool rules and regulations are included in this packet and can also be found at www.parksummit.net.**

PART D: Tenant Information *(If Applicable)*

- If the Park Summit home is rented, please complete this section.
- Enter the leaseholder's name, phone numbers, and the period of the lease (i.e. Beginning and end of lease. Pool passes will be issued only for this period.)
- The Tenant must sign the application.
- **IMPORTANT:** If you are a rental agent acting on behalf of the homeowner, in order to send pool passes to the tenant, you must provide written authorization from the owner acknowledging you as the property manager (in the form of a signed letter from the homeowner or a signed copy of your contract which expressly states you are authorized to act on their behalf¹). This must be mailed with the pool pass application.

***PLEASE NOTE: If you are an absentee owner (an owner not living in the home) requesting the pool passes for yourself, please DO NOT include the tenant information on your pool application. ***

COSTS

- If you lose or damage your pass, there will be a \$5.00 charge to replace each pool pass. Guest passes cannot be replaced - a new guest pass must be purchased at the price listed below.
- Each home will receive one (1) 10-punch guest pass. Additional passes may be purchased for \$20.00 per pass. Guest passes will not be available at the pool and must be purchased from Vanguard Management. (Note: Residents are limited to four (4) guests per visit.)
- Each home is permitted to purchase no more than two (2) babysitter passes for a cost of \$50.00 per pass. These passes are for the use of non-residents who act as caregivers for underage residents in the community. The pass allows one caregiver to enter the pool with a resident. The pass is not valid unless accompanied by a resident.

2. Return your application for processing by mailing the application, any necessary documentation and, if appropriate, a check to:

Park Summit Homeowners Association Pool Passes
c/o Vanguard Management
P.O. Box 39
Germantown, MD 20875-0039

¹ A "standard" rental agreement does not create the appropriate "agency" and will not be acceptable.

Park Summit Homeowners Association

2017 Pool Pass Application

Print very clearly or type. Applications with missing information will be returned.

PART A: Homeowner Information

Park Summit Address: _____
 Owner's Name: _____
 Owner's Address: _____
 Owner's Phone: _____ Owner's Alternative Phone: _____
 Owner's E-mail Address: _____@_____.

PART B: Residents at this Address

Ages are required for all residents 18 years and under.

Names of ALL Permanent Residents (First and Last Name)	Age	Names of ALL Permanent Residents (First and Last Name)	Age
1.		5.	
2.		6.	
3.		7.	
4.		8.	

PART C: Signature

Except for willful misconduct or gross negligence, the owner and/or tenant applicants agree to indemnify and hold harmless the Park Summit Homeowners Association, its officers, employees, agents or representatives, collectively the "Association", from and against any and all claims or damages arising from the actions or failure to act by the Association with respect to the operation of the swimming pool and related facilities. All residents and guests of this address agree to abide by the swimming pool rules and regulations for the Park Summit Homeowners Association. **If applicable, I give my permission for the tenant listed below to use the swimming facilities in my place for the current pool season. Passes will be issued to either the homeowner's family or tenant's family, BUT NOT BOTH. I confirm that all above listed residents (PART B) live at this address per our rental agreement and are eligible to receive pool passes.**

Owner's Signature: _____ Date: _____

PART D: Tenant Information (If applicable)

Leaseholder's Name(s): _____
 Tenant's Phone: _____ Tenant's Alternative Phone: _____
 Lease Term: _____ to _____

Except for willful misconduct or gross negligence, the owner and/or tenant applicants agree to indemnify and hold harmless the Park Summit Homeowners Association, its officers, employees, agents or representatives, collectively the "Association", from and against any and all claims or damages arising from the actions or failure to act by the Association with respect to the operation of the swimming pool and related facilities. All residents and guests of this address agree to abide by the swimming pool rules and regulations for the Park Summit Homeowners Association.

Tenant Signature: _____ (If applicable) Date: _____

Costs		
10-Punch Guest Pass (1 FREE)	\$20.00 each*	
Babysitter Pass	\$50.00 per pass (limit 2)*	
*Payable by Check Only to: Park Summit Homeowners Association		\$
TOTAL		

REMEMBER:

- Application must be signed by the homeowner, or the tenant and homeowner, as applicable.
- Your account must have a current balance for access to the pool.

Office Use Only	# of Adult Passes:	# of Child Passes:	# of Guest Passes:
	Check #:	Check Amount:	Date Processed: