

## MEMORANDUM

DATE: March 1, 2008  
TO: Summit Creek Community Association  
FROM: Lynette Remick, On Site Manager  
RE: 2008 Pool Registration

---

The Summit Creek pool will open for the 2008 season on May 24th, at 11:00 a.m. To use the pool **all residents must register (adult and children) and each member of the household must have a photo on file to gain access to the pool.** For your convenience, the passes are computerized and are maintained at the on-site office.

### **The 2008 pool registration procedure is as follows:**

1. Complete the attached application.
2. **Bring the application and proof of residency to the Summit Creek Community Center, 6904 Summit Creek Drive, Clinton, Maryland 20735, to get your picture(s) taken or re-taken.**
3. The Associations office hours are Monday – Friday from 8:00am to 5:00pm. The office is closed on Saturday and Sunday. **The office will be open Saturday, May 3, 2008 from 9:00am until 12:00pm for pool applications and pictures ONLY.**
4. Each member of the household **must** have a photo on file regardless of age.
5. Homeowners who lease their unit **must** provide a copy of the lease as well as designate, in writing, using a form authorized by the Association (attached), those tenants living in the unit who are entitled to use the pool and other amenities. **A unit owner who leases his/her unit is not entitled to use of the community amenities.**
6. Pool passes are computerized and maintained on an on-site database. This gives residents the convenience of not having to carry a physical pass. As you check in with the pool staff, your identity will be confirmed on the computer.
7. If you have submitted an application and had your pictures taken in 2006 or 2007, you **DO NOT** have to submit an application. **All applications and pictures taken prior to 2006 are no longer in the system and MUST BE RE-APPLIED FOR AND RE-TAKEN.**

**Only family members residing in the home are eligible to be placed on the application. Proof of residency is and will be required for all members listed on the pool application. If you are already entered into the system and have a person listed on your Application that is not or no longer living within the home, please notify the on-site manager immediately. Falsified records are grounds to immediately revoke your swimming pool privileges.**

**In order for a homeowner or tenant to use the pool, the homeowner's assessments must be paid in full. Permission to register or use the pool will be denied to anyone whose assessments, or whose landlord's assessments, are not paid.**

For your convenience and reference, a copy of the pool rules and regulations is attached. Please ensure that **all members of your household are familiar with the pool rules.**

## **Summit Creek Community Association**

Landlord's permission to release pool passes to these tenants:

---

---

---

---

---

**Summit Creek Unit Address:**

---

**(please print legibly)**

I authorize the Summit Creek Community Association to release swimming pool passes to the Tenants referenced above and understand that my tenant(s) and guest(s) are required to abide by the Rules and Regulations governing the use of the swimming pool facility. I have attached a copy of the lease agreement for the office records, **per the Summit Creek Community Associations by-laws.**

Print Name: \_\_\_\_\_

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

I understand that with the release of the passes to my tenants, I will not be able to use the pool.

**Mail or take the application form to  
Summit Creek Community Center  
6904 Summit Creek Drive, Clinton, MD. 20735  
OR fax to 301-868-7881  
no later than May 17, 2004.**