

# Churchill Village South Homeowners Association

c/o Vanguard Management Associates, Inc.  
P.O. Box 39 • Germantown, Maryland 20875-0039  
[www.churchillsouth.org](http://www.churchillsouth.org)

Spring 2017

Dear Churchill Village South 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. The 2017 Pool Guidelines are not included in the package; however, all applicants are required to sign the application agreeing to the pool rules as usual. Please visit the website, [www.vanguardmgt.com](http://www.vanguardmgt.com), to review the pool rules before signing your 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 X3303.

Please read the following instruction pages carefully for instructions on completing and sending your pool application for the 2017 pool season. The Board of Directors for Churchill Village-South would like to inform the homeowners that the Wanegarden pool located at 13601 Wanegarden Drive, Germantown, Maryland installed a handicap chair lift for access to the main pool for those who may wish to use this lift. The pool house is also handicap accessible from the parking lot area to the mail pool deck as well.

No e-mail or facsimile applications will be accepted. If you have any questions, please contact Vanguard Management by visiting [www.vanguardmgt.com](http://www.vanguardmgt.com).

Thank you,

*The Board of Directors*

[www.churchillsouth.org](http://www.churchillsouth.org)

# Churchill Village South Homeowners Association

## 2017 Pool Pass Application Instructions

1. Complete the application.

### **PART A: Homeowner Information**

- Enter the house number and street address of your Churchill Village South 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 the Churchill Village South home. (Please note - passes will be issued to either owners or tenants but not to both).
- Enter the age of everyone living at the Churchill Village South 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 the Churchill Village South address) with the complete pool application.

### **Part C: Signature**

The Churchill Village South 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 can be found at [www.vanguardmgt.com](http://www.vanguardmgt.com).**

### **PART D: Tenant Information** *(If Applicable)*

- If the Churchill Village South 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 an 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 behalf. This must be sent 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 payable by cashier check or money order. Guest passes cannot be replaced- a new guest pass must be purchased at \$15.00 each.
- Each home will receive one (1) FREE 10-Punch guest pass. Additional 10-Punch guest passes can be purchased on the application or throughout the pool season from Vanguard Management. Additional guest passes purchased other than on the application are payable by cashier check or money order.
- Each unit 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:

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



# Churchill Village South Homeowners Association

## 2017 Pool Pass Application

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

### PART A: Homeowner Information

Churchill South 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

| Names of ALL Permanent Residents<br>(First and Last Name) |  | Age | Names of ALL Permanent Residents<br>(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 Churchill Village South 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 Churchill Village South 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 of the above 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 Churchill Village South 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 Churchill Village South Homeowners Association.

Tenant Signature: \_\_\_\_\_ (If applicable) Date: \_\_\_\_\_

| Costs  |                             |    |
|--|-----------------------------|----|
| 10-Punch Guest Pass (1 FREE)   | \$15.00 per pass*           |    |
| Babysitter Pass  | \$50.00 per pass (limit 2)* |    |
| <b>*Payable by Check Only to: Churchill Village South Homeowners Association</b> |                             | \$ |
| <b>TOTAL</b>   |                             |    |

- REMEMBER:**
1. Application must be signed by the homeowner, or the tenant and homeowner, as applicable.
  2. 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:    |