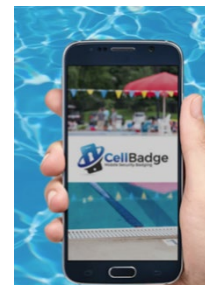


# Churchill Village South Homeowners Association

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

Spring 2021

## Electronic Pool Passes Are Here!



The Board is pleased to announce the return of electronic pool pass system for the 2021 summer season. This year, we will use an online registration and virtual ID process for pool access – this means **NO MORE PHYSICAL CARDS** to lose! **Additionally, homeowners will not need to re-register each year unless there are changes to the household.**

Homeowners that have not signed up previously must complete the online pool registration. **If you are a tenant, please note that the homeowner must complete the registration process and authorize your use of the pool. If you are a homeowner with new tenants, you must first remove the prior tenants from the system and then add your current tenants. Tenants can reach out to their landlords to help with this process by providing them names and other registration data.** Homeowners can sign up and register using: <https://www.cellbadge.com/churchill/register> on your computer, smartphone or tablet.

## Registration Instructions. This is a multi-step process!

1. Sign up as a new member using the **GREEN BOX**
  - Please use the property address in the community where the pools are located.
  - Once you submit your basic information, it is sent to the management/pool administrator to confirm that you are a homeowner in Churchill Village-South.
  - You will receive a text/email once your information has been validated. At this time, your final registration is PENDING until you update your household members (see below).

Churchill Village-South HOA  
Pool Pass Registration

Not Approved Yet? You need to register.

Initial Add Request One Time Only

Once you are approved, you do not need to do this again. ADMIN will need to approve your request to be added. Once they approve your request, you will get an email and text. Then you come back to this page and follow the instructions on the right side of the page.

Household Last Name:

Find Your Address:  Oops! Something went wrong.

**THIS BOX FIRST**

Registered Previously or Approved

Enter or Update Household Members

For security purposes, you need to enter your email or mobile number to request a unique PIN. This PIN will be sent to you via email and text and you will be automatically directed to the page to enter the PIN. Once you enter the PIN, you will be taken to the page to enter all your household members. Don't forget to add yourself. You can also update or make changes here as well. Once you log in, the PIN number is no longer valid and if you exit from the page, you will need to go back and request another PIN to log in again.

Email Address:  Registered Email Address

Mobile:  9999999999

protected by reCAPTCHA

2. After you receive your text/email, return to: <https://www.cellbadge.com/churchill/register> using the **BLUE BOX** “Registered Previously or Approved” and enter your email address and phone number to get your unique PIN to authenticate your account.
  - You will receive a PIN via text and email. Enter the PIN to continue the process.
3. After entering your PIN, you will be taken to the POOL REGISTRATION page:
  - Register every member of your household (first and last name and age category).

- Once you submit your information, your registration is sent to the pool administrator/community manager for final approval.
  - You will receive a confirmation text/email to notify you when your registration has been ACCEPTED.
  - At your first visit to the pool, a lifeguard on duty may take your photograph to accompany your registration and complete your household record.
4. After this process is complete, your access to the pool for the remainder of the season will be quite simple. No pass is required – just check-in with the lifeguard by providing your name and address, and they will be able to access your “virtual ID card” and photo and allow access to the pool. This new process takes the place of the old pool pass system.
  5. Guest passes: residents will receive 20 “virtual guest passes” for use at the pool during the summer. All other guest rules, including the maximum number permitted per resident, remain in place.
  6. Additional guest passes and seasonal babysitter access can be requested by contacting Vanguard Management (<http://www.churchillsouth.org>; click on Contact Us). Fees apply.

## General Pool Information and Reminders

You are encouraged to go online to complete the application process as soon as possible. **Any online registrations received after May 18<sup>th</sup> will be processed as quickly as possible but are not guaranteed to be processed before the pool opens.**

The 2021 Pool Guidelines are not included in the package; however, all homeowners who complete the registration process agree to adhere to the pool rules. If you are renting your home, you must provide the pool rules to your tenants. By adding them to your registration you certify that your tenants also agree to adhere to the pool rules. Please visit [www.churchillsouth.org](http://www.churchillsouth.org) to review the pool rules before completing your registration. **Incomplete registration requests will be rejected to the applicant and must be resubmitted to include all missing information.** Please note that this will delay the processing and completion of your registration.

In order to receive approval for pool access, 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 [info@vanguardmgt.com](mailto:info@vanguardmgt.com).
3. The **homeowner** must complete the online registration. If you are a tenant, please contact the homeowner and encourage them to complete the registration.

Thank you,

*The Board of Directors,*

Churchill Village-South Homeowners Association, Inc.