



## **RESIDENTIAL REALTY GROUP, INC.**

the community management specialist



**TO:** ALL WELLINGTON TRACE HOMEOWNERS

**FROM:** RESIDENTIAL REALTY GROUP & THE BOARD OF DIRECTORS

**DATE:** March 8, 2018

**RE:** 2018 POOL PASS APPLICATION – **SUBMISSION DEADLINE APRIL 30, 2018**

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Each home will be required to visit Wellington Trace homepage ([www.wellingtontrace.com](http://www.wellingtontrace.com)) download, complete and return the 2018 Pool Pass application prior to receiving clearance for pool use. EVERY INDIVIDUAL (3 YEARS AND OLDER) MUST HAVE A PICTURE POOL PASS TO BE PERMITTED ENTRY TO THE POOL – **NO EXCEPTIONS**. So, please read the following information carefully and submit all necessary information/documentation for each individual that resides full-time within your home (or full-time caregiver). 2018 Pool Rules ARE also located on the Wellington Trace homepage, **please be sure to read them in their entirety**.

**Those 18 years and older and who still currently possess their 2017 Pool Passes need only to apply for a 2018 season sticker to adhere to their prior year's pass.** All others (those under the age of 18, new residents, those who lost/discarded last year's pass, etc...) **MUST SUBMIT ALL REQUIRED** documentation as listed below and apply for a completely new pass **on or before April 30, 2018**.

There are four (4) types of passes that may be applied for and they are as follows:

- **Adult (Adult) - 18 yrs. and older** - Residents 18 yrs. and older receive an Adult pass. These are the only pass holders allowed to bring Guests and must accompany them AT ALL TIMES. Legal proof of age and residency will need to be submitted for Adult passes (driver's license or state identification with corresponding unit address, etc.).
- **Unaccompanied Minor (Minor) – 14 – 17 yrs. old** - Residents between the ages of 14 – 17 yrs. old will receive an Unaccompanied Minor pass and may enter the pool alone but may not bring guests. *Proof of age for these pass applicants must be submitted with this application (copy of birth certificate or government issued ID accepted).*
- **Accompanied Minor (Child) – up to 13 yrs. old** - Residents between the ages of 3 to 13 yrs. old will receive an Accompanied Minor pass, may not bring Guests, and must be accompanied by the holder of an Adult Pass or their Registered Caregiver AT ALL TIMES. **No proof of age will be required for these passes.**
- **Registered Caregiver (RCG)** - A full-time baby-sitter, childcare giver, or other caregiver who is at least 18 years old and registered by a sponsoring Wellington Trace resident with a valid Adult pass will receive a Registered Caregiver pass and may bring up to a maximum of 4 pass holding children at any given time. Front and back copy of driver's license must be submitted.

*New passes will be issued for any child moving to the next age bracket during the season, **ONLY** if proof of age (birth certificate, government issued ID, etc.) are provided.*

3600 Crondall Lane, Suite 103  
Owings Mills, Maryland 21117  
(410) 654-4444  
(410) 654-5666 Fax  
1-800-464-0550



Email: [info@residential-realty.com](mailto:info@residential-realty.com)

P.O. Box 22838  
West Palm Beach, FL 33416-2838

Legal proof of age must be submitted with this application for all passes, except Accompanied Minor passes; in addition, proof of residency for all Adult passes. Acceptable forms are Driver's License with corresponding Wellington Trace address, state identification card, W-2, etc...

Along with age and residency verification, a 1" x 1" **COLOR photo for each applicant with matching name clearly printed on the back (or, if sent electronically, PDF or JPG clearly identifying applicant pictured)** must be submitted. A group or family photo will **NOT** be accepted. Individual photos of each applicant are required.

Please submit your complete application directly to us, you may do so at:

**Wellington Trace Pool Pass Application  
c/o Residential Realty Group  
3600 Crondall Lane, Suite 103  
Owings Mills, Maryland 21117**

or

**[info@residential-realty.com](mailto:info@residential-realty.com) / [msolesworth@residential-realty.com](mailto:msolesworth@residential-realty.com)**

ELECTRONIC SUBMISSIONS MAY YIELD FASTER RESULTS. NONETHELESS, PLEASE ALLOW AT LEAST 2 WEEKS TO RECEIVE YOUR PASSES AFTER APPLYING. **COMPLETE APPLICATIONS** MUST BE RECEIVED BY RESIDENTIAL REALTY GROUP ON OR BEFORE **APRIL 30, 2018 (NO EXCEPTIONS)**, TO ENSURE POOL PASSES ARE DELIVERED BY OPENING DAY. **NO ONE WILL BE ADMITTED WITHOUT A CURRENT PASS.**

Incomplete applications will be sent back in their entirety to the Owner with a list of omitted information/documentation needed. Partial applications will not be saved by our office and will need to be entirely resubmitted. Applications will be processed in the order that they are received, so please complete and return them in a timely manner to ensure entrance on opening day, May 26<sup>th</sup>.

Please note that the Guest policy is limited to four (4) Guests **per Household**. Additional Guest Passes may be for purchase at the pool at \$5.00/pass **BY CHECK PAYABLE TO WELLINGTON TRACE ONLY**. The lifeguards, Management, Pool Committee and the Board of Directors have the authority to change/amend/revoke this option at any time for any reason. Additional Guest Passes will only be valid on the day of purchase.

This season the Board has renewed the contract with a pool management company, High Sierra Pools. This company offers swim lessons and any interested pool pass recipients may register for such at <http://highsierrapools.com/lessons/> or by contacting Jacek Giza directly at [jacek@highsierrapools.com](mailto:jacek@highsierrapools.com). The Board is excited for this continued partnership.

Lastly, and as always, pool passes **will only be provided** to those whose accounts with the Association **have a zero balance** and units have **no outstanding violations per Section 13 of the Association's Declaration**.

If you have any questions and/or concerns, please feel free to email [info@residential-realty.com](mailto:info@residential-realty.com) or [msolesworth@residential-realty.com](mailto:msolesworth@residential-realty.com)

# 2018 Wellington Trace Pool Pass Application

Type or Print clearly. Illegible information will not be accepted and application will be returned.

Name of Applicant: \_\_\_\_\_

**Owner**                      **or**                      **Lessor**                      (circle one)

Property Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**A POOL PASS WILL ONLY BE ISSUED IF YOU RESIDE FULL-TIME IN WELLINGTON TRACE AND THE UNIT'S ACCOUNT WITH THE ASSOCIATION HAVE A ZERO BALANCE AND THERE ARE NO OUTSTANDING VIOLATIONS PER SECTION 13 OF THE ASSOCIATION'S DECLARATION.**

***Lessors must submit a current copy of their lease with this application AND the Owner of the residence must sign below accepting liability and transferring pool privileges to their residents.***

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Owner's Name

**If you received and are still in possession of your 2017 ADULT pool pass, please fill out your information in the chart on the next page and place an "X" in the box for 2018 STICKER ONLY. The only ones that need to apply for new passes and submit full documentation are new residents, those under the age of 18 at the beginning last season, or those who have lost or discarded their 2017 pool passes.**

Every individual 3 years and older must have a pool pass when using the pool. Age at start of pool season will determine pass type for entire swim year; new passes will not be reissued for age change. Legal proof of age must be submitted with this application for all new passes; in addition, proof of residency for all new Adult passes. Acceptable forms are Driver's License with corresponding Wellington Trace address, state identification card, W-2, etc... There are four (4) pass categories: Adult (A), Accompanied Minor (AM), Unaccompanied Minor (UM), and Registered Caregiver (C).

**Adult (Adult) - 18 yrs. and older**

Residents 18 yrs. and older receive an Adult pass. These are the only pass holders allowed to bring Guests and must accompany them AT ALL TIMES. Legal proof of age and residency will need to be submitted for Adult passes (driver's license or state identification with corresponding unit address, etc...).

**Unaccompanied Minor (Minor) – 14 – 17 yrs. old**

Residents between the ages of 14 – 17 yrs. old will received an Unaccompanied Minor (UM) pass and may enter the pool alone but may not bring guests. *Proof of age for these pass applicants must be submitted with this application (copy of birth certificate or government issued ID accepted).*

**Accompanied Minor (Child) – up to 13 yrs. old**

Residents between the ages of 3 to 13 yrs. old will receive an Accompanied Minor pass, may not bring Guests, and must be accompanied by the holder of an Adult Pass or their Registered Caregiver AT ALL TIMES.

**Registered Caregiver (CG)**

A baby-sitter, childcare giver, or other caregiver who is at least 18 years old and registered by a sponsoring Wellington Trace resident with a valid Adult pass will receive a Registered Caregiver pass and may bring up to a maximum of 4 pass holding children at any given time. Front and back copy of driver's license must be submitted.

# 2018 Wellington Trace Pool Pass Application

## CERTIFICATION

I certify that the individuals listed below live at the above address within the Wellington Trace Association. I understand that it is my responsibility to make each individual aware of the pool rules and that pool privileges may be revoked by the Wellington Trace Association or its Agents at any time with or without notice.

Owner/Lessor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Home #: \_\_\_\_\_ Mobile/Cell #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Emergency Contact Name & No.: \_\_\_\_\_

### **Resident Information**

Print the name of each person occupying the residence full-time, including yourself, or applying caregiver. List individuals 18 years and older first, and then list the names, birth dates, and ages of each minor under 18 years old. Proof of age and residency will need to be submitted with this application for NEW Adult passes. Proof of age must be submitted for Unaccompanied Minors. Government issued ID must be submitted for Registered Caregivers. Those only in need of a 2018 sticker, please complete and place an "X" in the appropriate column.					<b>Office Use Only</b>
Last Name	First Name	DOB (M/D/Y)	Relationship	"2018" STICKER ONLY	Pass #
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Please complete this application in its entirety and return it to Residential Realty Group at [info@residential-realty.com](mailto:info@residential-realty.com) / [msolesworth@residential-realty.com](mailto:msolesworth@residential-realty.com) or via USPS to Wellington Trace Pool Pass c/o Residential Realty Group, 3600 Crondall Lane, Suite 103, Owings Mills, Maryland 21117, with an 1" x 1" COLOR photo for each applicant with matching name clearly printed on the back along with the necessary age/residency verification as may be required. Electronic submissions must be **PDF or JPG** and may yield faster results. Regardless, please allow at least 2 weeks to receive your passes after applying. **COMPLETE** applications not received by April 30, 2018, cannot be guaranteed passes by opening day.

By signing below, I am acknowledging that any false information provided in this application may result in all pool privileges being rescinded for the above property for the remainder of the pool season. **By signing this application, I state that I have read and understood the above conditions and have received, read, and understand the Wellington Trace Pool Rules 2018.**

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

WELLINGTON TRACE ASSOCIATION  
SWIMMING POOL FACILITY RULES  
2018

The Wellington Trace Board of Directors has adopted the following Rules for the protection and benefit of all patrons and to assure the safe and sanitary operation of the swimming pool facility. Your cooperation in abiding by these conditions will afford safe, pleasant relaxation and recreation for all concerned. **These rules can be amended at any time with or without prior notice by the Wellington Trace Association, Inc. Board of Directors.**

**Adherence to these Rules is a condition of any patron's use of the swimming pool facility. The lifeguard, Pool Management, and the Association's representatives (the Board members, the Pool Committee members, and the Managing Agent) have the authority to discipline any Member or guest, in their sole discretion, for the safety of the facility and the quiet use and enjoyment of the facility by other patrons. The lifeguard, Pool Management, and the Association's representatives (the Board members, the Pool Committee members and the Managing Agent) reserve the right to refuse entry, to request a patron to leave the pool premises at any time; and to deny, suspend, or revoke facility use privileges. The lifeguard may, but shall not be obligated to, use progressive discipline; meaning a verbal warning, a written warning, time out, and/or removal from the pool premises. Where appropriate, lifeguards will use a time-out method to discipline children. If a child has to be repeatedly disciplined, the parent or guardian may be asked to remove the child from the pool premises. If the circumstances warrant, no oral or written warnings shall be necessary and the most severe consequence may be employed. Conditional Use privileges and pool passes may be suspended or revoked by the Board of Directors, temporarily or for the remainder of the season following notice and an opportunity to be heard. Unless the circumstances dictate otherwise (such as an emergency or callous disregard for the Rules), the Board will afford the Members whose rights are to be suspended notice and opportunity to be heard prior to such suspension or revocation.**

Adults are requested to caution their children and guests to observe all Rules and obey instructions of the lifeguard, Pool Management, and the Association's representatives (the Board members, the Pool Committee members and the Managing Agent). These Rules may be re-evaluated at any time and are subject to change during the season as may be necessary without prior written notice. Current Rules will be posted in the facility.

The pool will be open seven (7) days a week beginning on Saturday, May 26, 2018, and ending on Monday, September 3, 2018. The pool will open at 3:30 P.M. on all public school days. Summer Hours are 11:00 A.M. to 8:00 P.M. daily.

**No persons at or under the age of fourteen (14) will be permitted to enter or remain at the facility without a parent, guardian, or registered caregiver. Adult Residents shall be considered as persons over the age of eighteen (18) and a) have a lease or tenancy for a dwelling in the community, b) live with a legal and registered lessor, c) live with an Owner of record as a full-time member of the Owner's household or d) are an Owner of record of a Lot in the community.**

All persons using the pool area do so at their own risk and sole responsibility. The Association and Management do not assume responsibility for any accident or injury in connection with such use. Persons, by using the facility, covenant and agree with the Association and Management to make no claim against it/them or its agents, successors or assigns for or on account of any loss of life or personal injury or damage to or loss of personal property. Members will be held responsible for all actions of their guests, residents, and children. The cost of any property damage will be charged to the responsible Members. Members agree to save the Association, Management, and their agents harmless and indemnify them from any and all liabilities, claims, actions, demands by any family members of a Member or any guests or guests' children. "Management" includes the managing agent and the pool management company.

1. All Members and guests are required to register with the gate attendant upon entering the facility by providing them your photo pass and signing the daily registration log. There is a maximum of 4 guests (guests are defined as any person regardless of age) per Household and the Household Adult Resident must

accompany his/her guests at all times. The head lifeguard can limit guests on any particular day if the pool area becomes overcrowded. Pool passes will be collected upon entry to the pool facility by the life guards only. No resident will assist unless authorized by the Association. Further identification may be requested at any time. **POOL PASSES ARE NOT TRANSFERABLE.** It is the member's responsibility to pick up their pool passes when leaving the pool facility each day. *Replacement pool passes will cost \$10.00 per pass payable by check or money order made payable to Wellington Trace.*

2. There should be no loitering or socializing at the table where the pool passes are collected. Lifeguards must not be asked to baby-sit, take telephone messages, or perform other services on behalf of patrons not relating to their work. The lifeguard office is for Pool Management personnel only; residents are not permitted in this room, except in an emergency.
3. Children under six (6) years of age are not permitted in the main pool unless accompanied by an adult and/or unless the child can pass a deep-water test administered by a lifeguard. **Guards reserve the right to test any child that has questionable swimming ability.** CHILDREN WHO CANNOT PASS A DEEP WATER TEST ARE STRICTLY PROHIBITED FROM USING ARTIFICIAL FLOATATION DEVICES, I.E. WATER WINGS, TUBES, FLOATS, ETC. IN THE MAIN POOL UNLESS A PARENT IS IN THE POOL WITH THE CHILD AT ALL TIMES. U.S. COAST GUARD APPROVED LIFE VESTS ARE HIGHLY RECOMMENDED. Also, see Baby Pool Rules.
4. During storms, the pool will be closed and the entire area cleared of patrons at the discretion of the Pool Manager. It is required that the facility be closed for a minimum of 30 minutes from the last hearing of thunder and 60 minutes from the last sighting of lightening. Rain may cause the facility to close if the main drain cannot be seen.
5. Admission will be refused to all persons having any infectious disease, sore or inflamed eyes, colds, nasal or ear discharge, incontinence or any communicable disease of any kind. Persons with excessive sunburn, open sores or cuts, bandages, multiple band aids or casts of any kind will not be permitted.
6. Personal property is brought to the facility at the Member's/guests' own risk. The Association, Management, or its/their agents will not be responsible for any loss or damage to personal property of any kind.
7. Food and beverages are permitted on the pool deck but must be in cans, plastic or paper containers. Glass containers are prohibited. All refuse should be deposited in the appropriate containers. **ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED.**
8. Radios shall be used with headphones only.
9. All persons must wear proper swimming attire and footwear to and from the pool area. For example, street clothes, gym shorts, sports bras, and street shoes with hard soles will not be allowed.
10. ALL CHILDREN UNDER TWO (2) YEARS OF AGE OR NOT TOILET TRAINED SHALL BE ATTIRED IN SWIMMING DIAPERS AND/OR RUBBER PANTS, DESIGNED TO PREVENT THE DISCHARGE OF FECAL MATERIAL. Rubber pants and swim diapers are available for purchase at the pool office.
11. Entrance to facility must be kept clear at all times. Bicycles must be parked at bike rack. No bicycles are permitted in the facility. No other wheeled vehicles are permitted in the pool area, except strollers and small wagons shall be permitted provided an adult attends them at all times and the wheels remain in a locked position (if available) when not in use.
12. NO DIVING, FLIPS, OR SIMILAR GYMNASTICS are permitted into the swimming pool. NO RUNNING, PUSHING, WRESTLING, or any undue disturbance in or about the pool area will be tolerated. Excessive splashing of water or noise or other activity which disturbs individuals using the pool facilities is strictly prohibited.
13. **PROFANITY AND ABUSIVE LANGUAGE WILL NOT BE TOLERATED UNDER ANY CIRCUMSTANCES AND WILL RESULT IN IMMEDIATE REMOVAL FROM POOL FACILITY FOR THE DAY.**
14. NO PETS are allowed in the facility.
15. NO SMOKING is allowed inside the facility, inside the pool gates or within 25 feet of the pool gates.
16. NO HARD BALLS are allowed in the facility.
17. No prolonged underwater swimming for time and/or distance. Competitive and/or repetitive breath holding can be deadly and is not permitted. Hyperventilation is absolutely not permitted.
18. Spitting, spouting of water, blowing nose, or urinating in the pool are prohibited and cause for revocation of privileges.

19. Picnic tables are for the use of our patrons on a first come first serve basis.
20. NO Boats, 2-person floats, and large tubes/tires are allowed in the facility. Noodles, inner tubes and other floatation device maybe utilized at the discretion of the Pool Committee Chair and/or the head lifeguard in charge. Lifeguards reserve the right to limit the size of any recreational floatation devices if they consider such devices to be hindering their ability to safely guard the pool patrons or if the pool is overly crowded.
21. The Lifeguard is the absolute authority in all matters pertaining to the safety and operation of the pool. They are there for your protection. Please do not distract them in any way. If you need to talk with one of them, wait until she/he is away from their guarding post. For your safety, the pool will be cleared once an hour for 15 minutes. This time may be used by Adults (16 years old or older) for recreation or lap swimming. An adult may bring an infant or child up to 3 years old with them at this time.
22. Pool Parties may be held at the pool during regular posted hours as long as the number of non resident guests is within the guest policy stated above. Residents who wish to hold a party need to obtain approval of the Pool Committee and the Board of Directors. Contact Stephanie Slater, Pool Chair person, via e-mail at [chic.style.modern@gmail.com](mailto:chic.style.modern@gmail.com). All parties are subject to follow all guest policies and rules.
23. High Sierra Pools offers swim lessons and any interested pool pass recipients may register for such at <http://highsierrapools.com/lessons/> or by contacting Jacek Giza directly at [jacek@highsierrapools.com](mailto:jacek@highsierrapools.com).
24. Any Member, or Guest of such Member, delinquent in payment of their assessments may be denied access to the facility, may be denied pool passes, or in the event pool passes have already been issued, such pool passes may be revoked until such time as that Member's assessments are brought current. **Assessments cannot be paid at the pool.** The lifeguards cannot issue pool passes. Contact Residential Realty Group, Inc. at 1-800-464-0550 or email to [info@residential-realty.com](mailto:info@residential-realty.com) regarding all assessment issues.

## **BABY POOL RULES**

For your children's safety these Rules will be enforced.

### **THERE IS NOT A LIFEGUARD ON DUTY AT THE BABY POOL.**

1. All of the aforementioned Rules apply.
2. The baby pool is restricted to children ages 6 and under. Where necessary, the lifeguards may request that anyone in the baby pool area should leave the baby pool area if the pool or pool area is overcrowded or that person's use is inappropriate. For instance, it would be inappropriate for children over 6 years not playing with a baby or toddler under 6 years old, to be in the baby pool area. The baby pool area is for babies and toddlers and for those adults supervising them.
3. The parent, adult guardian, or caregiver (18 years or older) supervising the child MUST remain in the baby pool area with the child at all times.
4. Children using artificial floatation devices (i.e. water wings, tubes, floats, etc...) must be assisted by an adult in the pool with them at all times. U.S. Coast Guard approved life vests are highly recommended.
5. **CHILDREN WHO ARE NOT TOILET TRAINED ARE REQUIRED TO WEAR RUBBER PANTS OVER SWIM DIAPERS.**

### **REQUESTS FOR REASONABLE ACCOMMODATIONS**

ANY REQUEST FOR CHANGE TO THESE RULES TO ACCOMMODATE A DISABILITY (SUCH AS SPECIAL EQUIPMENT, SERVICE ANIMALS, OR OTHER REASONABLE REQUESTS) SHOULD BE SUBMITTED IN WRITING TO THE POOL COMMITTEE, THE BOARD OF DIRECTORS, POOL MANAGEMENT, OR THE MANAGING AGENT. ALL SUCH REQUESTS WILL BE CONSIDERED ON A CASE BY CASE BASIS AND EVERY EFFORT WILL BE MADE TO REASONABLY ACCOMMODATE ALL DISABLED PATRONS.