

# MEMORIAL CHASE H.O.A.

## 2010 Pool Pass Registration Form

A CURRENT POOL PASS IS REQUIRED BEFORE ENTERING THE POOL  
PLEASE COMPLETE THE FORM BELOW.

Pool opens on May 22<sup>th</sup>

1. **Your account must be current on maintenance fees.** Any and all questions must be directed to our management office at 9411 Landry Boulevard, Spring Texas 77379 or by calling the Office Manager at 281-655-8427.
2. An adult **MUST** complete this form.
3. A **current new** picture is needed for each pool pass. **Current** photo must be 1 inch by 1 inch in size. **Please include the name of each person on the back of the photo.**
4. Every resident age two (2) and over will need a pool pass.
5. Pool passes are \$5.00 each. Make check or money order payable to M.C.H.O.A.
6. A \$15.00 late registration fee is charged if past the registration deadline.

**THE LATE FEE STARTS ON MAY 3<sup>rd</sup> 2010.**

2. Guest passes are available with no expiration date and must be purchased BEFORE arriving at the pool. **NO MONEY WILL BE ACCEPTED AT THE GATE FOR ANY REASON.** Additional guest passes may be purchased through our management office.

Resident Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Owner of home if different: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address \_\_\_\_\_

For Each Pass List:

<u>Name</u>	<u>Birth date</u>	<u>Relationship</u>	<u>Name</u>	<u>Birth date</u>	<u>Relationship</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

----- Please Do Not Write Below This Line -----

Check #: \_\_\_\_\_

Amount: \_\_\_\_\_

Late Fee of \$15.00? Yes \_\_\_ No \_\_\_

Is account current? Yes \_\_\_ No \_\_\_

Board Member: \_\_\_\_\_

If No, Amount Paid: \_\_\_\_\_

Office Manager: \_\_\_\_\_

Today's Date: \_\_\_\_\_

## 2010 Pool Registration Process

The following process will be used for the MCHOA pool pass registration for 2010.

Each MCHOA resident will receive a pool pass registration form with their newsletter.

The Pool Pass Registration form **MUST** be filled out with the necessary information and:

A new current photo is required for each pool pass requested.

Please include the individual's name and date of birth on the back of each photo.

Please include a check or money order payable to MCHOA for the appropriate amount.

Please place the filled out form, the pictures and the payment in an envelope

### **NO CASH WILL BE ACCEPTED.**

The completed form can be mailed or dropped in the on-site office drop-box (on the right just inside the first metal gate) at 9411 Landry Spring, TX. 77379.

**WE WILL NOT HAVE A FORMAL POOL REGISTRATION DAY** as we have had in past years.

You have from the day you receive this notice in January, 2010 until 8 a.m. on May 3<sup>rd</sup>, 2010 to file your form.

Your form **MUST** be received by **May 3<sup>rd</sup> 2010** if using the mail, or must be in the drop-box before 8 a.m. on May 3<sup>rd</sup>, 2010.

We will charge a **LATE REGISTRATION FEE of \$15** per family **starting at 8 a.m. on May 4<sup>th</sup>.**

**We encourage all residents and tenants to file early.**

We will process the pool passes at our convenience in the on-site office from late April through May 4th 2010.

**\*\*There will be no pool party this year. The pool will be open on May 22<sup>nd</sup> and May 23<sup>rd</sup>. Pool passes will be available at the pool on these days and may also be picked up at the lifeguard office whenever the pool is open.**

Any pool pass registration form received after 8 a.m. on May 3<sup>rd</sup> will require a minimum of two weeks for our processing and will be available at the lifeguard office for pickup during our regular hours of operation.

We will include the Hours of Operation for the pool, the pool pass registration deadline date and other pool information in our newsletter.

MCHOA Board of Directors