

# **Courts and Ridges of Ashburn Association**

101 Blue Seal Drive  
Suite 100  
Leesburg, VA 20175

Dear Courts and Ridges Homeowner:

We are pleased to announce the Courts and Ridges pool will open Saturday May 29, 2010. U.S. Aquatics will again manage the pool this season. The regular hours of pool operation will be 12 – 8 PM daily through Labor Day except on public school days when the hours will be 4 – 8 PM.

**In order to receive your pool pass your homeowner association dues must be validated as current and you must not have any outstanding property violations.** If you have any questions regarding the status of your account, please contact PMP's corporate office at 1-800-336-8009 for assistance.

This pool registration information is only sent to Courts and Ridges owners. If you rent your home and wish to convey your pool membership and privileges to your tenant(s), you must forward this information to them.

## **Pool Registration Process**

If you have retained a permanent pass from a previous year, simply fill out the enclosed application to request new stickers and mail it to our office. If you need new passes or have lost your pass, please include a separate photograph of each family member needing a pass. Any photograph similar to a passport type picture is fine. We will cut out the "head shots" of the family members and laminate it to your pass. If you are submitting a multiple member application, please write each family member's name on the back of the photos for identification purposes. Keep in mind that issuing new pool ID cards is an expense to the community. In an effort to control costs please do not request a new ID card unless you meet one of the requirements outlined herein.

Children 3 and under do not need a pool pass. Children ages 4 to 11 will be issued a pass with a red sticker. This means an adult must accompany children who have red stickers at all times. Children ages 12 to 16 will be issued a pass with a yellow sticker, which indicates they may enter the pool without an adult. Everyone 17 and older will be issued a pass and a green sticker.

**Mail all applications to:**  
PMP, Inc.  
101 Blue Seal Dr, Suite 100  
Leesburg VA 20175  
(703) 771-9366 fax

Your new passes and/or stickers will not be mailed to you, but will instead be delivered to the pool facility. All applications received prior to May 26th will be at the pool and ready for pick up on May 29th. Applications received after May 26th will be processed as received and sent to the pool for pick up on Fridays. Passes can take up to two weeks for processing, so please plan ahead!

## **Guest Passes:**

Each household will receive a 2010 guest card valid for 10 guests. Guest cards from 2009 or earlier are not valid for the 2010 season. Once your 10 passes have been used, a family member can still host their

**MANAGED BY: Property Management People, Inc.**  
101 Blue Seal Drive, Suite 100 · Leesburg · VA · 20175  
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guest at the pool and pay by check. Make the checks payable to “Courts and Ridges of Ashburn” in the amount of \$3.00 per guest. **No Cash** will be accepted by the lifeguards. Families will also have the option to purchase additional guest passes that will never expire. To purchase these additional guest passes mail a check payable to the “Courts and Ridges of Ashburn” to PMP for \$30.00 and a guest pass card with no expiration will be delivered to the clubhouse for pick up.

## **Children are required to pass a swim test:**

To ensure the safety of all our children at the pool, a swimming proficiency test will be administered by the lifeguards. All children under the age of 12 must pass a yearly swim test in order to have full access to the main pool without an adult within arm’s reach of the child. The swimming pool children’s access policy is comprised of the following elements:

1. For the swim test, a child must swim the length of the pool and then tread water for an additional 30 seconds after reaching the other side of the pool.
2. Children who are less than 40 inches in height and cannot pass the swim test **MUST** be accompanied in the main pool by an adult who is within arm’s reach of the child at all times. Any child under the height limit who is not in the pool with an adult will be instructed by the lifeguards to leave the pool.
3. Children who are less than 40 inches and **HAVE** passed the swim test may swim in the pool unaccompanied by an adult. These children will be given a bracelet every time they enter the pool area. It will be the parent’s responsibility to pick up a bracelet from the lifeguards each time they enter the pool area.
4. Children over 40 inches in height are not required to pass a swim test to be unaccompanied in the pool, however they will not be allowed use the slide or diving board until they can pass the swim test.

We look forward to seeing you and your family at the pool this summer. Please do not hesitate to contact us if you have any questions or require additional information.

Sincerely,



Audra J. Wallace, CMCA®  
Community Manager  
[audra.jw@pmpbiz.com](mailto:audra.jw@pmpbiz.com)