



April 17, 2026

**RE: 2026 Pool Pass Application and Rules and Regulations**

Dear Greenwich Hill Homeowners and Residents:

The Greenwich Hill will open for the 2026 swimming season on Saturday, May 23, 2026 and continue operations through Monday, September 7, 2026. Enclosed please find an application for pool passes as well as a copy of the rules and regulations, which govern the operation and use of the pool. Please read the rules and regulations carefully.

- Pool is open to Greenwich Residents only, limit 6 pool passes issued per household.
- Each unit will receive 2 guest passes.

Only permanent residents of Greenwich Hill will be issued pool passes. Owners who live in the community and are current with their assessments must complete the application and forward it to Keymont Community Management using the address below. Pool passes can only be issued with the completion of the enclosed application.

**If you are a renter, you and your landlord (or their authorized agent) must complete and sign the application.** You must include a copy of your current lease to validate your residency as a renter. Please make sure that your application is complete and signed by all required parties.

**INCOMPLETE OR UNSIGNED APPLICATIONS OR APPLICATIONS WILL NOT BE PROCESSED. HAND DELIVERED APPLICATIONS MUST BE PLACED IN THE WHITE DROP BOX OUTSIDE THE OFFICE DOOR. THERE IS LIMITED AVAILABILITY TO PROCESS YOUR APPLICATION IN PERSON.**

Renters will not be issued passes if the owner is in arrears with assessments or there is no current lease on file. Further, pool privileges will be revoked at any time that assessments go into arrears, there are violations of rules and regulations noted on the property or there is misconduct at the pool. Residents must contact the managing agent in order to have pool privileges reinstated.

Everyone entering the pool area must have a resident pool pass. Please refer to the Pool Rules for restrictions on the number of children allowed (4 per adult). Everyone entering the pool must sign in and have their resident pool pass collected. Children 9 years of age or younger must be supervised at all times by an adult or a qualified swimmer age 16 or over, designated as a chaperon or guardian. Parents, guardians or chaperones are required to stay within easy reach of the children they are responsible for in either the main pool or baby pool. Please read the Swimming Pool Rules and Regulations (Revised Edition) enclosed for your reference and safekeeping.

**\*\*If you are ordering food to the pool – please use ONLY THE POOL ADDRESS at 13244 Putnam Circle – DO NOT USE ANY OF THE SURROUNDING ADDRESSES.\*\***

Residents must mail, fax to 703-876-9594, or e-mail [hpetty@keymontcm.com](mailto:hpetty@keymontcm.com) or [krockwell@keymontcm.com](mailto:krockwell@keymontcm.com) all completed and signed applications to:

Keymont Community Management  
Attn: Greenwich Hill Pool Application  
3421 Commission Court, Suite 201  
Woodbridge, Virginia 22192

If you lose your application, you may download one from the GHHA website ([www.ghhaonline.com](http://www.ghhaonline.com)). Once you have logged in, (on the left side) go to “Facilities”, on that page (on the right side) choose “Swimming Pool” and a copy of pool letter, application and rules are available to be downloaded.

Applications received between May 20th through May 22<sup>nd</sup> may not be processed until after the pool has opened. We recommend completing your application in a timely manner.





Should you have any questions, please do not hesitate to contact me or my assistant, Heidi Petty at [hpetty@keymontcm.com](mailto:hpetty@keymontcm.com) or Kristel Rockwell at [krockwell@keymontcm.com](mailto:krockwell@keymontcm.com) or at the telephone number below. Thank you for your cooperation and please enjoy a safe and fun pool season.

Sincerely,

Michelle Grayson  
Portfolio Manager

Enclosure: 2026 Pool Application  
2026 Pool Rules

**2026 Pool Schedule \*Subject to Change\***  
**May 23, 2026– September 7, 2026**

**\*\*School Hours (May 25<sup>th</sup> to June 12<sup>th</sup>)\*\***  
**2:00pm – 8:00pm**

**Friday, Saturday, Sunday and Holidays**  
**12:00pm – 8:00pm**

**Monday, Tuesday, Wednesday, Thursday**  
**1:00pm – 8:00pm**



**GREENWICH HILL HOMEOWNERS' ASSOCIATION  
2026 Pool Pass Application**

OWNER NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

OWNER EMAIL: \_\_\_\_\_

OWNER CONTACT PHONE: \_\_\_\_\_

TENANT NAME(S): \_\_\_\_\_

TENANT EMAIL(S): \_\_\_\_\_

TENANT HOME PHONE: \_\_\_\_\_ TENANT CELL PHONE: \_\_\_\_\_

EMERGENCY CONTACT NAME & PHONE: \_\_\_\_\_

**IMPORTANT: Complete ALL information below for EACH member of the household who wishes to be on the pool pass. Please print information clearly. Limit of 6 resident passes**

	<u>FULL NAME</u>	<u>AGE</u>	<u>RELATIONSHIP</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

Guest Passes (x2) : \_\_\_\_\_

All individuals listed above reside with me permanently, and by acceptance of a pool pass, agree to abide by all lifeguard instructions and association rules and regulations governing the use and operation of the Greenwich Hill swimming pool and related common grounds.

**SIGNATURE OF OWNER / TENANT:** \_\_\_\_\_

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**RENTAL PROPERTIES: THE FOLLOWING SIGNATURE MUST BE COMPLETED BY THE OWNER OR THE OWNER'S AUTHORIZED AGENT BEFORE PASSES WILL BE ISSUED.** I hereby designate my right of the enjoyment of the swimming pool, associated common areas, and related facilities to my tenants as listed above.

**SIGNATURE OF OWNER OR AGENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**GREENWICH HILL HOMEOWNERS' ASSOCIATION  
SWIMMING POOL RULES AND REGULATIONS**

*Revised March 2026*

The Board of Directors has delegated responsibility and authority to the lifeguards under supervision of MGN Pools for the proper administration of all rules and regulations, the supervision of the Operating Staff, and for the maintenance of order and cleanliness in and around the pool areas. This delegation further intends that:

1. Lifeguards under supervision of MGN Pools will be in complete control of pool facilities during the scheduled operating period.
2. Each member of the Operating Staff has the responsibility and authority for enforcement of these Rules and Regulations.
3. The Operating Staff shall take such immediate action as it is considered necessary for the safe and orderly operation of the pool or its facilities.
4. The lifeguards on duty have the authority to suspend or refuse admission to any member or guest if pool reaches maximum capacity or for flagrant and/or repeated violation of the Swimming Pool Rules and Regulations of the Association. Such periods of suspension shall not exceed 24 hours. Further disciplinary suspension of up to 4 weeks may be imposed by the Board of Directors. Additional measures may also be recommended by the Board of Directors, if deemed necessary. In the case of any suspension, the lifeguards or Board of Directors will explain to the affected party, not necessarily at the time of suspension, the reason for the suspension. In the case of children, explanations will also be given to the parents. Upon the fourth occurrence of suspension, an individual will be automatically expelled for the remainder of the pool season.
5. Prince William County Police are authorized to enter the pool premises at any time and exercise the same authority as they would in any public place.
6. Any grievance must be put in writing and submitted to the Greenwich Hill Homeowners' Association Management office.
7. Anyone unable to demonstrate to the lifeguards their ability to swim is not permitted in the deep end of the pool.
8. If a member or guest is asked to leave the pool, he must do so promptly. If he is chaperoning a younger person, that person must also leave.
9. If a chaperone leaves the pool for any reason, he must also take the person he is chaperoning with him.
10. The Pool may be closed at any time due to weather (thunderstorms, etc.), when the temperature falls below 68 degrees, or in the case of filter breakdown or other operational difficulties. The pool will be promptly reopened upon abatement of bad weather. **NO PERSON WILL USE THE POOL UNLESS IT IS OFFICIALLY OPEN AND A LIFEGUARD IS ON DUTY.**
11. Only **AUTHORIZED** persons are permitted in the guard hut, filter/equipment room, on the lifeguard stand, or at the check-in table.
12. Rules and regulations may be changed, altered or added to without notice and posted on the bulletin board if the Board of Directors feels that such a change will result in a safer and better pool operation.
13. Only a registered member can sign in guests. Children and sublets cannot. (A registered member is a mortgagee or a lessee.)
14. No smoking inside the fenced pool area.

15. A swimming test is required for anyone 18 years or younger requesting entry into the deep end of the pool. No more than one child who has not passed the swim test per parent is allowed in the deep end.
16. **PLEASE NOTE:** All people using the pool do so at their own risk and sole responsibility. The Association does not assume responsibility for any accident or injury in connection with such use. However, all injuries must be reported to the lifeguards. An accident report will then be filled out and kept on file.

#### **ADMISSION PROCEDURE**

1. All residents wishing to use the pool must be in good standing.
2. Every person using the pool is required to register with the Gate Attendant upon arrival at the pool.
3. The admission of an intoxicated person to the pool facilities is never permitted. The decision to refuse admission cannot be argued.
4. Anyone with suspended pool privileges for any reason shall not be admitted. Loitering outside of the immediate pool area that causes distraction of the lifeguards or swimmers is also prohibited.
5. To enter or remain in the pool area, children who are 9 years of age or younger must be supervised AT ALL TIMES by an adult or a qualified swimmer age 16 or over, designated as chaperone for the non-qualified or underage swimmer. DESIGNATION MUST BE IN WRITING BY A PARENT, HEALTH CARE GIVER OR GUARDIAN. Designations may be placed on file with the Greenwich Hill Homeowners' Association office. Parents, guardians or chaperones are required to stay within easy reach of the children they are responsible for in either the main pool or baby pool.
6. **Each chaperone, over 16, will be limited to bringing 4 children into the pool area.**
7. Admission to the pool will be refused to anyone having any health problems outlined in paragraph 3, Health Regulations, below. ALL PERSONS USING THE SWIMMING POOL MUST TAKE A CLEANSING SHOWER PRIOR TO USING THE POOL.

#### **HEALTH REGULATIONS**

1. Residents and guests are to avoid use of the swimming and wading pools during and immediately following an illness.
2. Swimmers must shower before entering the pool.
3. Any person having any contagious skin disease, open lesions, sore or inflamed eyes, colds, nasal or ear discharge, respiratory/gastrointestinal infections, any communicable disease, excessive sunburn, or bandages of any kind are prohibited from entering the pool area.
4. SPITTING, SPOUTING WATER, OR BLOWING THE NOSE IN THE POOL IS STRICTLY PROHIBITED.
5. Regulation bathing suits must be worn in the pool. NO CUT-OFFS!
6. Regulation bathing suits must be worn. Non-toilet trained children must wear rubber/plastic pants. DIAPERS MAY NOT BE WORN IN THE POOL according to Prince William County Health Code. Lifeguards will check to make sure this requirement is met.

#### **SAFETY REGULATIONS**

1. The lifeguards and any member of Board of Directors has absolute authority to restrict the use of such equipment as tubes, balls, floats, etc., and to immediately suspend pool privileges to any person who fails to comply.
2. Swimmers shall clear the pool immediately upon hearing the lifeguard's whistle and his call to clear the pool.

3. Running, pushing, towel snapping or causing undue disturbance in or around the pool is prohibited.
4. Glass containers, of any kind, gum, or intoxicants are prohibited in the pool area.
5. Playing, sitting, or standing on the rope separating the shallow and deep ends of the main pool is prohibited.
6. Sitting or standing on the brick wall is forbidden.
7. Animals or pets are prohibited in the pool area.
8. Lifeguards must take a break each hour from a quarter till the hour to the hour.
9. When the Lifeguard blows the whistle for break time, everyone must clear the pool and remain three feet from the pool during the entire break time, except for qualified lap swimmers, who may swim laps unguarded during break time. No one may stand in the pool or sit on the edge of the pool during break time.

#### **WADING POOL**

1. Regulation bathing suits must be worn. Non-toilet trained children must wear rubber/plastic pants. DIAPERS MAY NOT BE WORN IN THE POOL according to Prince William County Health Code. Lifeguards will check to make sure this requirement is met.
2. No playpens are allowed in the pool area.
3. No child 6 or over will be allowed to use the wading pool at any time.
4. Lifeguard service is not provided at the wading pool. Parents, health care givers or chaperones must always assume responsibility for their children in the wading pool area. Use of the wading pool shall be supervised at all times by a chaperone. The gate to the wading pool must remain closed at all times.
5. Lifeguards may intercede at the wading pool at any time to enforce rules.
6. Small plastic or rubber toys may be used in and around the pool.

#### **BEHAVIOR**

1. NO SEXUALLY EXPLICIT DISPLAYS, OBSCENE BEHAVIOR OR ABUSIVE LANGUAGE WILL BE TOLERATED.
2. Greenwich Hill Homeowners Association and MGN Pools are not responsible for loss or damage to personal property of any kind. A reasonable effort will be made to collect and hold such property at the pool. Articles not claimed within 5 days will be disposed of by the lifeguards.
3. It is unlawful to willfully destroy, damage, or steal Association property belonging to Greenwich Hill Homeowners Association. The lifeguards will report any such incident to Greenwich Hill Homeowners Association office, who will file a report with the Prince William County Police if deemed necessary. The Associations Management office will investigate details of the incident when appropriate. The Property Manager will notify the Board of Directors, who will decide the appropriate action to be taken.
4. Everyone will clear the main pool and the pool apron for the last 15 minutes of every hour.
5. Members who sign in guests are responsible for their guests' behavior. The lifeguards may ask a guest, who is breaking the Swimming Pool Rules and Regulations, to leave the pool immediately and the member, who registered the guest, may not bring another guest to the pool for one week.