

# 2017 COUNTRYLANE WOODS II POOL PIN PROCEDURES

Trustees will be issuing pool pins at the clubhouse on the following dates.

Saturday, May 13.....10:00 – 11:30 a.m.  
Wednesday, May 17.....6:00 – 7:30 p.m.  
Wednesday, May 24.....6:00 – 7:30 p.m.  
Saturday, May 27.....10:00 – 11:30 a.m.

**After the four scheduled pool pin pick-up dates have passed, the following procedures apply. Please read below to see which category best describes your situation.**

**Pool pins will be available only once per week this season. Any requests for pins will be available on the following Tuesday of each week, so get your pins early during the May pickup dates and times. See above and on the subdivision calendar for dates.**

**Request a pool pin bag from the lifeguards and follow the directions below. Leave the required information and old pins (if you previously received pins) in the bag with the lifeguards. Leave a telephone number and you'll be called when your new pins are available.**

**“A” Renewal – No changes since last year, same number of pins, same names**

Return all old pins (include \$5 for any missing pins).

If you are a renter, please provide a photo ID and a copy of your rental agreement so we can make sure the assessment has been paid.

**“B” Change – Changes since last year in names or number of pins needed**

Return all old pins (include \$5 for any missing pins).

List any changes since last year. If adding new names, please provide photo ID or birth certificate, age and relationship to homeowner for each additional person.

If you are a renter, please provide photo IDs for all persons for whom you are requesting pins and a copy of your rental agreement so we can make sure the assessment was paid.

**“C” You did not have pins last year or you are a new resident**

New renters and new homeowners may return pins left by the former residents. No charge for new pins.

Provide photo IDs or birth certificates for all persons for whom you are requesting pins. We need names, ages, and relationship to homeowner.

If you are a new homeowner, please provide a copy of your closing documents.

If you are a renter, please provide a photo IDs and a copy of your rental agreement so we can make sure the assessment was paid.

**“D” You did not obtain pool pins on one of the preseason dates**

Pick up an instruction bag from the lifeguard station. Follow the appropriate instructions above. If your assessment was paid late, please include proof of payment. Photocopies of all identification and documents are required. They will be returned when your pins are issued. Pick up pins and documents from the lifeguard station on Tuesday of the following week.

**Original ID is acceptable on the dates above. Photo copies are required to obtain pool pins after the above dates.**

**In all cases, if you have paid your assessment within the last two weeks, you will need to provide some type of proof that it was paid.**