

Sheffield Towne Condominium Association, Inc.

C/O IMPAC PROPERTY MANAGEMENT
440 BECKERVILLE RD
MANCHESTER, NJ 08759
PHONE- (732) 408-2525 FAX-(732) 408-2535

April 16, 2014

Dear Resident of Sheffield Towne:

The pool pass procedures for the 2014 season will be as follows:

All residents must fill out the attached form and mail or fax it to the Management Company in order to obtain their pool badges for the 2014 season. Each unit will receive six badges with their address on it in order to track all passes. There will be no additional guest passes issued. Guests may use one of the six badges issued to your unit for admission. **THESE BADGES ARE NOT TO BE THROWN OUT AT THE END OF THIS SEASON. THEY WILL BE REVALIDATED EACH YEAR AND USED THROUGH 2018. RESIDENTS WILL BE CHARGED FOR LOST REPLACEMENT BADGES.**

1. The form must list the names of all residents who reside in the unit. Pool Passes are not and will not be issued to non-residents. Photo id with address will be required to enter the pool area.
2. If you are a non-resident owner who rents out their unit, the owner must fill out the information on their tenants and return the form to the Management Company. Passes will not be directly issued to the tenants. Management will send the badges back to the owner who must then distribute the badges to them. Lastly, all non-resident owners who grant their pool privileges to their tenants are not entitled to utilize the pool.
3. With regard to guests, all guests must be accompanied by the resident owner. If additional guest passes are needed beyond the six resident passes issued, you may purchase passes through the Management Company only. Please make checks payable to: Sheffield Towne Condominium Association to the above address. Residents who are delinquent in their maintenance fees cannot use guest passes. **A LIMIT OF EIGHT PEOPLE PER UNIT, INCLUDING RESIDENTS AND GUESTS, WILL BE ALLOWED ADMISSION TO THE POOL DAILY.**
4. The pool facility will be contingent upon all fees due the Community Association being paid, and your maintenance account being current. If at any time during the pool season your maintenance account is in arrears, your pool privileges will be suspended until such time as your arrears are paid in full. **POOL PASSES WILL NOT BE ISSUED TO ANY OWNERS WHO ARE DELINQUENT IN THEIR ASSESSMENTS, INCLUDING ANY LATE FEES ON THE ACCOUNT.**
RESIDENTS WHO ARE BRINGING GUESTS TO THE POOL ARE ASKED TO BRING SEATING FOR THEIR GUESTS. POOL CHAIRS ARE LIMITED AND SHOULD BE AVAILABE FOR HOMEOWNERS FIRST.

Sheffield Towne Condominium Association, Inc.

C/O IMPAC Property Management, 440 Beckerville Road, Manchester, NJ 08759
Fax 732-408-2535

POOL FACILITY MEMBERSHIP FORM

(Please print all information and return to the above address upon receipt in order to receive your 2014 Pool Badges)

OWNER NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____

TENANT NAME(S): _____

UNIT ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____

EMERGENCY PHONE: _____

EMERGENCY CONTACT PERSON: _____

ANY HEALTH CONCERNS: _____

THE FOLLOWING INFORMATION IS REQUIRED FOR ALL RESIDENTS/TENANTS WHO WILL BE USING THE POOL FACILITIES.

NAME: _____ M/F Date Of Birth _____ Age _____

NAME: _____ M/F Date Of Birth _____ Age _____

NAME: _____ M/F Date Of Birth _____ Age _____

NAME: _____ M/F Date Of Birth _____ Age _____

NAME: _____ M/F Date Of Birth _____ Age _____

NAME: _____ M/F Date Of Birth _____ Age _____

By completing and remitting this form to obtain your 2014 pool badges, you hereby agree to abide by the Rules and Regulations set forth by the Sheffield Towne Condominium Association, a copy of which is attached for your review and records.

Sheffield Towne Condominium Association, Inc.
POOL FACILITY RULES – 2014

The pool will operate to the following schedule:

Daily from May 24th through September 1st

Monday – Friday	11:00 am - 8:00 pm*
Weekends and Holidays	11:00 am - 8:00 pm

*During the weekdays between May 27th (Tuesday) and June 13th (Friday) the pool will be open from 3:00 pm – 8:00 pm.

The following rules and regulations are for the protection and benefit of all who use the pool facility. These rules have been established to ensure the safe and sanitary operation of the pool facility and compliance is mandatory.

**SMOKING IS NOT ALLOWED IN
THE POOL AREA!**

1. The pool may be closed for maintenance, health conditions, weather, or any other reasons deemed sufficient by the Trustees of Sheffield Towne Condominium Association or their representative.
2. Each resident of each unit is required to have a pool badge for purposes of resident verification. In addition, each unit will be issued two free guest passes. Each adult over the age of 18 is allowed to bring in two guests. For each unit bringing more than two guests, the additional guest will need to possess a guest pass, which are available for purchase in advance through IMPAC Property Management only. The lifeguard has the authority to refuse entry to any resident who does NOT have the proper identification, or appropriate guest pass.
3. Homeowners are not permitted to distribute Guest Badges to any other homeowner or resident of the community. GUEST BADGES ARE FOR THE USE OF NON-RESIDENT/HOMEOWNER GUEST ONLY. Any homeowner witnessed not following these guidelines could lose their pool privileges for the remainder of the pool season.
4. Children under the age of 14 years must be accompanied by an adult of at least 18 years of age while in the pool area.
5. Children in diapers, or not yet toilet-trained will not be permitted in the main pool unless they are wearing cloth diapers with tightly fitting rubber pants, or a diaper designed for swimming.
6. Restrooms may not be used as changing rooms.

7. Playpens, baby coaches and carts may not be brought into the pool area. Summer strollers for infants and babies are permitted.
8. Portable radios may only be used with a headset.
9. Glass is strictly prohibited in the pool area. Only non-alcoholic beverages in unbreakable containers will be permitted. All refuse must be deposited in the waste cans provided.
10. Animals of any type other than a licensed seeing-eye dog are not permitted in the pool area. Animals are not permitted to be tied to the pool fence.
11. Running, ball playing, jumping or other horseplay will not be permitted.
12. Admission to the pool shall be refused to anyone with a cold, inflamed eye, infection, fever, rash, or general uncleanliness.
13. All persons utilizing the pool facility must wear appropriate swim attire. Please be advised that the lifeguards have full authority to deny use of the pool to any resident, guest, etc. who does not have appropriate swim attire, which includes, but is not limited to, "thong" bikinis.
- 14: Owners will be responsible for any property damage caused by themselves, members of their family, their tenants, or their guests. The cost of such damage will be charged to the responsible owner.
15. The Sheffield Towne Condominium Association is not responsible for loss or damage to any personal property.
16. Adult swim periods may be called from time to time by the lifeguards. When an adult swim period is called, persons under the age of 19 will not be permitted into the pool. Adult swim periods will not exceed 15 minutes each.

Floataion Devices:

- a) "Swimmies" will only be permitted when the child's parent or designated adult is within three feet of the child.
- b) Adults (over 18) may watch only 1 child with "swimmies" at a time.
- c) Vests with inner tubes around the waist will be permitted under the conditions prescribed above for "swimmies" (Rule 16a)
- d) Any floatation device, which supports a child solely from the back, will not be permitted under any circumstances.
- e) The lifeguard, on any individual basis, shall judge other floatation devices as acceptable or unacceptable. If deemed acceptable, the same conditions of Rule 16(a) and 16(b) applies.

The lifeguards have complete authority to enforce the rules. Any member or guest who refuses to comply with the rules may be asked by the lifeguard to leave the premises.

Photo ID is required to gain access to the pool.