



SEQUOIA MANAGEMENT COMPANY, INC. • 13998 PARKEAST CIRCLE • CHANTILLY, VIRGINIA 20151-2283 • 703-803-9641 • FAX 703-968-0936  
www.sequoiamanagement.com

## **2023 POOL SEASON INFORMATION**

April 26, 2023

### **Re: 2023 POOL REGISTRATION**

Dear Hayden Village Homeowner(s) or residents:

Enclosed you will find the 2023 Hayden Village pool application. The Hayden Village pool will open on Saturday May 27, 2023, and close on Monday September 4, 2023.

ALL residents must submit a new pool application form. If you are new to the community or you / a family member requires new picture ID, complete an application and submit 1.0" x 1.25" JPEG digital images via email to the management office at [tcales@sequoiamanagement.com](mailto:tcales@sequoiamanagement.com). Please identify each photo with name and age specified on this application. Pool applications and pictures must be sent to Sequoia Management for new pool passes to be made and returned to the applicant. Pool passes or a 2023 sticker will be sent in the mail to all people who register. You will need to take your pass to the pool in order to gain access.

Please contact Tamera Scales [tcales@sequoiamanagement.com](mailto:tcales@sequoiamanagement.com) or Sharon Bucklin [sbucklin@sequoiamgmt.com](mailto:sbucklin@sequoiamgmt.com) at Sequoia Management, with any questions you may have regarding the 2023 pool information. Tamera and Sharon can also be reached via phone at (703) 803-9641. You are encouraged to check the Association's website at [www.hayden-village.org](http://www.hayden-village.org) for updated pool information including the pool rules and closures due to swim meets.

Please note guest passes will only be available for purchase via Sequoia Management. Guest passes are available in strips of five (5) at a cost of \$25. These are one time use passes and there are no refunds. Checks should be made payable to Hayden Village Community Association and mailed with the completed guest pass form (enclosed) to the attention of Tamera Scales and Sharon Bucklin, cash or credit cards are not accepted.

Atlantic Pool Service will manage the pool facility during the 2023 season.

Have a safe and enjoyable swimming season!

Sincerely,

*Sharon Bucklin*  
Community Manager CMCA ® AMS ®  
Enclosures

# HAYDEN VILLAGE COMMUNITY ASSOCIATION

- 2023 POOL PASS APPLICATION -

Owner's or Renter's Name (circle one) \_\_\_\_\_

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

Phone Number & Email \_\_\_\_\_

Below provide the first and last name of every immediate member of the household residing in Hayden Village and what you are requesting: (*please print clearly*)

Name (put "ST" next to name if on swim team)	Date of Birth	New Pass	Replacement Pass	Validation Sticker Only
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Emergency Contact

Name and Phone: \_\_\_\_\_

Pool passes are issued **only** if the HOA account is in good standing. A pass **MUST** be presented to the pool attendant for admission to the pool.

**Please do not discard or destroy pool passes from previous year.** They will be updated from year to year with validation stickers. **There is a \$25 replacement fee for each lost pass.** Damaged passes are replaced at no charge, but the damaged pass must be returned to the Management Company so a replacement pass can be issued without a replacement fee.

If you are new to the community or you require new picture ID's, complete an application and submit 1.0" x 1.25" JPEG digital images via email to [tcales@sequoiamanagement.com](mailto:tcales@sequoiamanagement.com) or [sbucklin@sequoiamgmt.com](mailto:sbucklin@sequoiamgmt.com)

To obtain passes, please submit this signed registration form to:

**Hayden Village Pool Application**  
c/o Sequoia Management Company Inc.  
13998 Parkeast Circle  
Chantilly, VA 20151  
703-803-9641/ fax 703-968-0936  
Attn: Tamera Scales, [tcales@sequoiamanagement.com](mailto:tcales@sequoiamanagement.com)

I have received, read, and understand (and explained to any minor children) the conditions set forth in this application, the Pool Rules (available on the community website), and the Pool Pass Application Process.

I understand my pool privileges may be rescinded if any individuals listed above do not reside in Hayden Village, or if I have knowingly falsified any information in this application.

\_\_\_\_\_  
Name of Owner or Renter (circle one)

\_\_\_\_\_  
Date

**HAYDEN VILLAGE GUEST PASS REQUEST FORM**

IF YOU WISH TO PURCHASE GUEST PASSES FOR THE HAYDEN VILLAGE COMMUNITY ASSOCIATION POOL, PLEASE COMPLETE THIS FORM AND MAIL IT, ALONG WITH A CHECK IN THE AMOUNT OF \$25 FOR ONE STRIP OF FIVE (5) PASSES, ONE TIME USE ONLY. MADE PAYABLE TO HAYDEN VILLAGE COMMUNITY ASSOCIATION:

HAYDEN VILLAGE POOL GUEST PASSES  
c/o Sequoia Management Company Inc.  
13998 Parkeast Circle  
Chantilly, VA 20151  
703-803-9641/ fax 703-968-0936  
Attn: Tamera Scales, [tcales@sequoiamanagement.com](mailto:tcales@sequoiamanagement.com)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**HAYDEN VILLAGE GUEST PASS REQUEST FORM**

IF YOU WISH TO PURCHASE GUEST PASSES FOR THE HAYDEN VILLAGE COMMUNITY ASSOCIATION POOL, PLEASE COMPLETE THIS FORM AND MAIL IT, ALONG WITH A CHECK IN THE AMOUNT OF \$25 FOR ONE STRIP OF FIVE (5) PASSES, ONE TIME USE ONLY. MADE PAYABLE TO HAYDEN VILLAGE COMMUNITY ASSOCIATION:

HAYDEN VILLAGE POOL GUEST PASSES  
c/o Sequoia Management Company Inc.  
13998 Parkeast Circle  
Chantilly, VA 20151  
703-803-9641/ fax 703-968-0936  
Attn: Tamera Scales, [tcales@sequoiamanagement.com](mailto:tcales@sequoiamanagement.com)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

SIGNATURE \_\_\_\_\_