



THE WOODS AT GRASSY CREEK HOMEOWNERS ASSOCIATION

Website: <https://woodsatgrassycreek.com/>

Email Address: woodsatgrassycreek@gmail.com

POOL KEY REPLACEMENT/NEW KEY REQUEST FORM

Steps for submission and receipt of your key:

1. Complete "Pool Key Replacement/New Key Request form"
2. Submit payment on Indy Host, and gather proof of \$25.00 replacement fee payment (screenshot, confirmation email)
3. Email documentation (both completed form and proof of payment) to woodsatgrassycreek@gmail.com.
4. You will receive a confirmation of receipt or request for additional information from that email within 48 hours AND the earliest date/time that your key will be available for pickup at the pool house.

REQUEST TYPE; CHECK ONE:

☐ **New homeowner key request**

Applicable for: WGC homeowners for <1 year that were not provided a key at closing; *only one key per household*

Payment requirement: HOA Board will check roster to confirm new homeowner; if so, no payment will be required. If determined to be a replacement request, homeowner will receive an email to submit payment prior to key request being fulfilled.

☐ **Replacement key request**

Applicable for: Homeowners that have been in WGC more than 1 pool season and/or have lost their previous key; *only one key per household*

Payment requirement: Replacement keys cost \$25.00 each; Proof of payment from Indy Host (screenshot, confirmation email) **MUST BE** submitted with this form to the HOA email address: woodsatgrassycreek@gmail.com.

Homeowner Name(s)		Lot #
Property Address		
Owner Mailing Address (if different than property address)		
Phone Number	Email Address	
Number of members in household living at this residence that will access the pool?		Adults Child(ren)

PAYMENT INFORMATION

REMINDER: If \$25.00 payment is due for this key request, payment **MUST** be made prior to submission of this request.

How to submit payment:

1. Visit the Indy Host payment site: <https://indyhost.net/wgchoa>
2. Complete all the information on the form, including "Transaction amount" of \$25.00 and credit card information (if possible, include your Lot Number to make it easier to credit the payment to your account).
3. Press "Submit Payment" to complete the transaction and submit

I hereby acknowledge that I have read the above document and submit the attachments for new key request. I understand that I and/or my household members are not able to access the pool without a valid key. The homeowner agrees that he/she, resident of the property, and his/her guests will abide by the WGC pool rules and misuse of key/facility can result in access card being deactivated and pool access being revoked.

Homeowner Signature

Date

REMINDER OF POOL RULES

Expanded information is also available for review and reference at the pool facility and on www.woodsatgrassy creek.com website.

You are eligible to use the pool rules if you have fulfilled your annual dues obligation with the HOA. **It is important that everyone in the community recognizes that pool use is only for those who are current on their dues AND that live IN the WGC community.** Pool visitors may be asked to identify themselves by any HOA Board member at any time. Please cooperate with this activity; it is important for us to monitor the pool area to keep it a safe and enjoyable place for residents. It is also important for all homeowners using the pool to police themselves and maintain a safe and enjoyable place for everyone. If any individual using the pool violates the rules, they will be asked to leave the area immediately. If any person requested to leave does not, local law enforcement will be contacted. **It is considered trespassing to enter OR remain in the pool area as an unauthorized visitor and without key access.**

The following rules are designed to help make the WGC HOA swimming pool a safe and healthy place for recreation. There are NO LIFEGUARDS staffing the pool. You are responsible for your own safety as well as the safety of your family and guests. When swimming, you must be aware that there is always a risk of drowning. The pool is a potential safety hazard. EXTREME CAUTION IS ADVISED.

Please abide by the following POOL RULES:

1. The pool will be open to WGC residents and their guests from the Saturday before Memorial Day through Labor Day.
2. Always shower before using the pool (required by the Indiana State Board of Health)
3. Pool hours of operation are between 9:00 a.m. and 9:00 p.m. Sunday through Thursday; and 9:00 a.m. to 10:00 p.m. Friday and Saturday. Friday nights from 9-10:00 p.m. are reserved for residents 21 and older. The pool will be accessible **by key card** seven days a week during the season.
4. The pool facilities are closed during inclement weather conditions and daytime temperatures below 60 degrees.
5. Running, pushing, or flipping into the pool is prohibited. Any type of dangerous or noisy behavior is prohibited in the pool area. WATER GUNS, CANNONS AND BALLOONS ARE NOT ALLOWED IN THE POOL AREA. Music shall be restricted to headphones only. DIVING INTO THE POOL IS NOT ALLOWED. Please use the steps or the ladders to enter the pool.
6. Foul, abusive, or insulting language is strictly prohibited and may result in loss of privileges.
7. No smoking, alcoholic beverages, or glass containers of any kind are allowed in the fenced pool deck area. Food waste shall be sealed before disposal to reduce insect problems. Please place all trash in the available bins.
8. Persons having a contagious or infectious health condition should not use the pool.
9. Proper swimming attire is required. Cut-offs and T-shirts are not allowed.
10. No pets are allowed in the fenced pool area or in the pools.
11. Pool furniture is not to be removed from the pool deck. Furniture should never be placed in either pool.
12. The swimming pool area cannot be reserved for private parties.
13. Each household shall be allowed a maximum of two (2) adult guests and four (4) children at any one time. Homeowners in violation will be asked to leave the pool area.
14. **Guests must be accompanied at all times by an adult resident of Woods at Grassy Creek. For special circumstances, please email the board at woodsatgrassy creek@gmail.com for permission (Grandparents, over 18 siblings, etc.) as these will need to be approved.**
15. **Children under 18 years of age must be accompanied by an adult (18 or older) when in the pool area. ANY MINOR IN THE POOL AREA NOT ACCOMPANIED BY AN ADULT WILL BE ASKED TO LEAVE THE POOL AREA IMMEDIATELY.**
16. Infants and toddlers shall not be allowed to enter the large pool without an adult 18 or over. Infants and toddlers shall wear watertight plastic pants over diapers in the pools. Diapers alone shall not be worn in the pools.
17. Pool toys, rafts, noodles, clothing balls, etc. shall not be left in the pools or on the pool deck after hours. These items create a maintenance problem and will be removed and disposed of daily.
18. Small swim aids will be permitted. Inflatable toys and large equipment such as rafts and air mattresses may be used at times of "off-peak" hours, as long as there are no objections from other homeowners also using pool.
19. Pump room and life-saving equipment are not to be tampered with or handled, except in cases of emergency. Please leave these items, including the safety rope, in place so that they are accessible in case of emergency.
20. When the safety and enjoyment of other residents are being compromised, the HOA has the right to limit or ban any resident or guests from the pool for failure to comply with the rules.
21. **DO NOT allow residents asking to be let into the pool area access. ALL residents are responsible for their key cards. Letting people in results in people not living in the Woods at Grassy Creek having access to the pool and increased potential for damage and liabilities.**