

## **POOL PASS REGISTRATION INFORMATION**

The pool season for Bridlewood Manor pool is right around the corner. The Board of Directors and Management have worked diligently in preparing the *Pool Rules and Regulations* as well as formulating the pool pass registration procedures.

Attached are the Bridlewood Manor *Pool Rules and Regulations* and a pool pass registration form. The registration form, which will be processed by Sequoia Management **only**, must be filled out clearly and completely. Illegible or incomplete forms will be returned to you, which may delay the issuance of your pool passes or validation stickers. Please familiarize yourself with the *Pool Rules and Regulations*.

Each family member who wishes to use the pool must have a valid pool pass. If you had a pool pass last year, upon receipt and verification of the registration form, 2026 validation stickers will be issued to you. A sticker must be affixed to each pool pass. If this is your first year in Bridlewood Manor, upon receipt and verification of the registration form, pool passes with 2026 validation stickers will be issued to you.

All outside members can register by mailing your completed, signed & initialed registration form to:

BRIDLEWOOD MANOR COMMUNITY ASSOCIATION  
c/o Sequoia Management Company, Inc.  
4795 Meadow Wood Lane, Suite 300 West  
Chantilly, VA 20151-2283

***It is very important that you read the following information to OBTAIN or VALIDATE a pool pass.***

**New Pass:**

If this is your first season using the Bridlewood Manor Pool please mail your completed registration form to Sequoia Management Company. If you have a new member in your household or someone needs an updated pass, please mail your completed registration form to Sequoia Management Company. Validation stickers for existing members will be mailed to your home and new passes will be issued to the new member of the household.

**Validation Sticker Only:**

If there are no changes from last year, **you must fill out an application under "Validation Sticker Only"** and return the form to Sequoia Management. Your 2026 validated sticker will be mailed to you.

**Replacement Pass:**

If you need a replacement pass, you must fill out an application under replacement pass and return the form to Sequoia Management with the replacement fee of \$25.00 or the damaged pass to be replace.

### **Pass Colors & Age Groups:**

| <b>AGE</b>                 | <b>PASS COLOR</b> |
|----------------------------|-------------------|
| Children Ages 11 & Younger | Red Pass          |
| Children Ages 12-15        | Yellow Pass       |
| Ages 16 & Up               | Green Pass        |

**\*Please note if your child has aged up and requires a new color pass.**

**PLEASE NOTE: You will need to contact Sequoia Management to SCHEDULE AN APPOINTMENT or mail your registration form to have your pool passes made. NO WALK-INS WILL BE ACCEPTED.**

**Every home will receive one complementary guest punch card allowing 10 (ten) guest visits.**





A VIRGINIA COMMUNITY  
BRISTOW, VA

## Pool Pass Registration Form 2026

Owners Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

(Providing your phone number you are subjected to signing up for texts/notifications.)

Emergency Name and Phone Number: \_\_\_\_\_

First and Last Name of Every Immediate Member of the Household, (residing in Bridlewood Manor)  
Requesting a Pool Pass: ***(Please Print Clearly)***

| Name  | New Pass<br>(D.O.B) | Replacement Pass<br>(D.O.B) | Validation Sticker Only |
|-------|---------------------|-----------------------------|-------------------------|
| _____ | _____               | _____                       | _____                   |
| _____ | _____               | _____                       | _____                   |
| _____ | _____               | _____                       | _____                   |
| _____ | _____               | _____                       | _____                   |
| _____ | _____               | _____                       | _____                   |
| _____ | _____               | _____                       | _____                   |

Pool passes are issued only if the Bridlewood Manor Community Association account is in good standing. A pass MUST be presented to the pool gate attendant for admittance to the pool. No one residing outside the Bridlewood Manor community is entitled to a pool pass.

**Please do not discard or destroy your pool passes. They will be updated from year to year with validation stickers. Passes will need to be returned when member has aged up. There will be a \$25.00 replacement charge for each lost pass.** Damaged passes are replaced at no charge, but the damaged card must be returned to Sequoia Management for the replacement pass to be issued and the waiver of the replacement charge.

To obtain your pass, please mail your signed registration form to:

**Bridlewood Manor Community Association  
c/o Sequoia Management Company, Inc.  
4795 Meadow Wood Lane, Suite 300 West  
Chantilly, VA 20151**

I have received, read and understand (and explained to any minor children of the household) the above conditions. I have received, read and understand (and explained to any minor children of the household) the Bridlewood Manor Pool Rules & Regulations. I understand that my pool privileges may be rescinded if any of the individuals listed above do not reside within my home.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeowner's or Renter's Signature (Circle One)



A VIRGINIA COMMUNITY  
BRISTOW, VA

### **Bridlewood Manor Child Care Pass Registration**

If you need a Childcare Pass for a babysitter/nanny, please include childcare giver's name on reverse. Include a check for \$50 payable to BMHOA if the babysitter/nanny is a non-resident.

Babysitter / Nanny Name:

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Babysitter / Nanny Date of Birth (if under 18 years)

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Babysitter / Nanny Address:

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I authorize the Babysitter / Nanny to escort my children to the Bridlewood Manor Pool and remain with my children when they are on pool property.

I certify that the Babysitter / Nanny is age 16 or older.

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Sign and Print Name

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Date

## BRIDLEWOOD MANOR POOL RULES AND REGULATIONS

The purpose of these Rules and Regulations is to promote the safe and sanitary operation of the Bridlewood Manor Homeowners Association community swimming pool and community facilities. The safety of each pool patron rests upon the reasonable conduct of each individual, the proper parental supervision of children, and acknowledging the authority of the Pool Manager and lifeguards on duty to enforce these rules.

Nothing in these rules is intended to diminish parental responsibility for their children. Non-swimmers and novice swimmers require additional attention, for which neither the Association nor Pool Management assumes responsibility.

Your cooperation will afford pleasant relaxation and recreation for all residents. This is your community facility. Enjoy it in good health. Thank you for your cooperation.

### MEMBERSHIP and USAGE OF THE POOL

#### IDENTIFICATION

1) For identification and admission purposes, a pool pass system will be utilized. An ID card will be issued for each member to include Name - Address - Phone# - Emergency Phone#. Pool passes are for immediate family members who are living at the address. The lifeguard retains the member's pass while the member is using pool and then will be returned upon exiting.

2) Passes are color coded for age identification.

Red: Age 11 & under – This group cannot enter the pool area by themselves. They must be accompanied by a responsible person 16 years & older.

Yellow: Age 12-15 can use pool by themselves. Age 14-15 can bring up to 2 guests.

Green: Age 16 & up - can bring up to 5 guests or members of any age.

Green: Babysitter/Nanny, 16 years & older, may bring a resident's children under age 12 with a note of authorization from a parent. If the babysitter is a non-resident, he or she will need to pay the childcare fee set by the Bridlewood Manor Homeowners Association (BMHOA).

3) All children under 12 shall be accompanied into the pool area by a responsible person (16 years and older) who must remain with the child/children during the entire time the child/children are in the pool area.

4) Childcare provider passes (babysitter/nanny age 16 & up) will only be valid when presented with the passes of the children they are caring for. No guest privileges are associated with childcare passes.

5) For safety reasons, any member falsifying the age of a child that will allow admittance without an escort will have their pool privileges suspended or revoked.

6) Tenants in Bridlewood Manor may receive pool passes for the season provided that their landlord provides the BMHOA a letter stating that they have transferred their privileges to the named tenants.

7) Pool passes are property of the BMHOA and are for exclusive use of the members and are not transferable.

8) If a pool pass is lost, a \$25 fee will be incurred to replace.

9) Every member of the Bridlewood Manor Homeowners Association (BMHOA) in good standing is entitled to use the swimming pool facility. Pool privileges shall be suspended for any member should their assessment become 30 days past due. Pool privileges will be reinstated upon full and complete payment of all past due fees. Delinquent homeowners will not be permitted to be guests of members in good standing. Misuse of the pool privileges will be considered a violation of the pool rules.

#### GUESTS

1) The guest fee will be \$2.00 per guest per day. All guest fees must be paid by check from the resident member (check must match the pool pass of the resident member), made payable to Bridlewood Manor HOA. There will be a \$35 return check fee for all checks returned. **NO CASH WILL BE ACCEPTED BY THE LIFEGUARDS.** The lifeguards are not responsible for cash. (See paragraph 3 for purchasing guest passes in multiples of 10)

2) Resident members shall accompany their guests to the pool at all times and must remain present at the pool facility for the guest to remain within the facility, be responsible for their conduct, and for any damage incurred to pool property by those guests.

3) Guest passes in multiples of 10 guests can only be purchased at the pool and will be used as a punch card. The fee for guest passes is \$20.00 and payable by check to Bridlewood Manor HOA.

4) All members may be held liable for any damages done to pool property by themselves, members of their family, or guests. Any user of the pool, the pool facility, property, or equipment responsible for the damage to said property will (or their parents, if minors) be held responsible for replacement and/or repair of any and all damage as deemed appropriate by the Bridlewood Manor Homeowners Association.

5) Senior Citizens over the age of 65 are free with proof of valid ID.

#### GENERAL RULES FOR USE OF THE POOL

1) Safety is of primary concern to the BMHOA and its members. All persons using the pool do so at their own risk and agree to abide by the pool rules and regulations. The BMHOA assumes no responsibility for any accident or injury in connection with such use or for any loss or damage to personal property.

2) The BMHOA is represented by the pool managers and lifeguards. Any questions or conflicts with the rules are to be addressed with the pool manager or assistant manager only, who will bring the issue to the BMHOA if it cannot be satisfactorily resolved.



- 3) Certified lifeguards will be on duty at all times the pool is open. The lifeguard or pool manager has authority to temporarily suspend a member's or guest's pool privileges if such person has violated the pool rules or when safety is threatened.
- 4) No person shall use the pool facilities unless the pool is officially open and the lifeguard(s) are on duty. Unauthorized persons found inside the pool area when the pool is closed will lose their pool privileges for the remainder of the pool season and risk prosecution for trespassing.
- 5) Running, pushing, fighting, wrestling, dunking, horseplay, spitting, and standing or sitting on another's shoulders is prohibited, as this endangers other swimmers.
- 6) The use of radios or cassette players or CD players without headphones is prohibited.
- 7) There will be a fifteen (15) minute rest period for children each hour. During this period, children must be completely out of the pool to allow adults 18 and older to swim.
- 8) No wheeled vehicles are allowed in the pool area except for strollers and wheelchairs.
- 9) No alcoholic beverages are permitted in the pool area, including the property and parking lot. Persons under the influence of intoxicants are not permitted in the pool area.
- 10) Persons must stay clear of lifeguard stations at all times and in no way distract on-duty lifeguards in the chairs.
- 11) There will be no "reserving" of pool deck chairs.
- 12) The pool is a family environment. Abusive language or profanity, whether oral or by gesture is prohibited in the pool area and parking lot.
- 13) All lost articles turned over to the pool manager shall be held until **THE END OF THE DAY**. At that time, all unclaimed articles shall be disposed of.
- 14) Overnight or commuter parking is prohibited on the parking lot. Vehicle maintenance is prohibited in the parking lot. Loitering on the premises after pool hours is prohibited.
- 15) Residents are permitted to bring their personal outdoor furniture into the pool area. The owner must remove all furniture brought into the pool area when leaving the pool facility each day. Failure to remove personal furniture may result in disposal.

#### HEALTH AND SANITATION

- 1) No pets (except seeing-eye dogs attended with a blind person) are permitted in the pool area.
- 2) Diaper aged children must wear a swimsuit and appropriate swimming diapers (swimmies) to prevent drain clogging. Disposable diapers are not allowed.
- 3) Swimmers must wear proper bathing attire: cutoffs, jeans and street shoes are prohibited.



- 4) Gum or chewing tobacco or smoking is prohibited in the pool area.
- 5) Breakable containers, glass baby bottles and glass food jars are prohibited in the pool area.
- 6) All food and beverages must be transported in wrapped, closed, and non-breakable (no glass) containers. Food and beverages may be consumed on the pool deck. Neither food nor beverages are allowed in the pool or bathrooms. Members and guests must properly dispose of their trash in the receptacles before leaving the pool area. Styrofoam cups or objects, and balloons are prohibited as these materials can clog and cause damage to the pool filtration system.
- 7) Only life jackets approved by the U.S. Coast Guard and water wings may be worn.
- 8) No diving into the pool is allowed.
- 9) No skateboards, roller blades, or skates shall be used in and around the pool area, including the parking lot. This is to ensure the safety of the user from moving/backing vehicles and the safety of pool patrons.

#### WADING POOL

- 1) Children using the wading pool are the responsibility of the parent(s) or escort and must be accompanied and supervised by an adult. The wading pool is an UNGUARDED pool.
- 2) Children six (6) years of age or over are not permitted in the wading pool, even during the 15-minute adult swim break. Children 6 years of age or over may remain in the enclosed wading pool fence area, but not in the wading pool.
- 3) Children not yet toilet trained must use the wading pool rather than the main pool and must have on appropriate swimming diapers (swimmies). Disposable diapers are not allowed.

#### INTERPRETATION OF RULES

- 1) The final interpretation of any rules shall be made and approved by the Bridlewood Manor Homeowners Association (BMHOA) and/or their representatives, namely the Pool Committee or the Pool Management Company. These Rules and Regulations may be changed or amended at any time by the BMHOA, as it may from time to time deem appropriate. Any infraction of these rules as now or hereafter in effect, shall subject the violator to disciplinary measures such as suspensions, loss of privileges, or revocation of admission.
- 2) The BMHOA reserves the right to limit the number of members or guests to the estimated capacity of the pool and facilities available.