

Return to:

Bear Creek Estates Homeowners Assoc., LLC
PO Box 164
Wentzville, MO 63385

Pool Committee Use Only

2024 Swimming Pool Information

Please complete this form (Pool Pass form) and return it to PO Box 164, 63385.

- **The Assessment payments must be mailed separately to a lockbox (DNI Property Company).**
- **Do not mail the Pool Pass form with the Assessment checks.**
- **Pool Pass forms must be mailed to the Bear Creek PO Box 164, referenced above. If mailed incorrectly, there is a good chance of your form being lost and/or your pool passes being delayed.**

Your pool passes will be ready for your household prior to the opening of the pool in 2024, if the form is completed in a timely manner. New forms must be filled out each year to obtain pool passes. Pool passes from prior years are null and void and will not be accepted at the pool gate for the 2024 swim season. If your household should return this form after the pool is opened, **passes will take 10-14 days to process.**

Assessments must be paid in full before the homeowners and their family members are allowed usage of the pool. **This sheet must be completed in its entirety and signed before pool passes are issued.**

Address _____ Lot # _____ Office Use: Paid _____

Phone # (in case of any questions) _____

Lot/Homeowners Name (please print legibly or type)

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Children's (or others) name, age & birthdate. Must be **LIVING IN HOME** with the exception of Nanny. Please indicate (Nanny) by name if Nanny is not living in home.

Name (First and Last Name required)	Age	Birthdate (mm/dd/yy)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If additional space is required, use back of form

Any false information given on this form will result in the pool privileges being forfeited by the household.

Homeowners' signature is required to indicate the information above to be true.

Signature of Owner (Required)

Signature of Owner (Required)

INSTRUCTIONS FOR POOL PASS FORM -

This form will be forwarded to the Pool Committee.

To enter the pool, everyone must have their own pool pass. Pool passes are non-transferable to other people. Any infraction will result in the entire household's pool privileges being suspended for the entire season. If you have a nanny taking care of your child(ren), the nanny must have their own pass. The nanny cannot "use" homeowners pass and action will be taken if discovered. The nanny is the ONLY person who can have a pass without living in the household. Place the information of the nanny on the area for children/other living in house and indicate (Nanny) so we are aware they do not live in the household. Only 1 (one) nanny pass will be issued per household, so if you have more than one nanny, you will need to decide which nanny will be able to take the child(ren) to the pool. On days that the nanny with the pass is not caring for the children, another individual cannot use that pass. Again, passes are made out to a person and cannot be transferred or used by another person. If you have questions about this issue, please feel free to call any of the Trustees or the Pool Committee head.

If your children do NOT live in your household, they can only use the pool as guests of the pool. This does **NOT** apply to college students who would be coming home for the summer or shared custody children who live part-time with you; in these cases, children would be entitled to a pool pass. Due to the high number of extended family members passes being requested, any "adult" pass being issued for the first time by the household who whom is 18+ years old, **MUST** show proof that the adult does live at the household with either a driver's license or state ID card. If a family member is staying at a household for a temporary period of time and hasn't changed their drivers' license or state ID because it is "temporary", these family members will be treated as guests and will need to frequent the pool accompanied by a homeowner/adult pass holder.

If you turn in your pool form late, you will need to wait to use the pool until your pool pass has been processed. This process could take 10-14 days. There are no exceptions to this rule. No Pass, No Entry to the pool. The pool person in charge of handling the pool passes will call you upon completion of your pool pass. At that time, arrangements to pick up pass at their house will be made. **DO NOT** show up at their house without an appointment.

It is your responsibility to bring your pool pass each time you use the pool, turn it into the guard upon entering the pool, sign in any guest you have brought into the pool in the guest log book, and retrieve your pass(es) when leaving the pool. Pool passes left at the pool will be turned into the pool committee head and entry to the pool will not be granted until you retrieve your passes and can present pass to the guard.

If the pool should reach capacity, the guards will ask the guest to leave the pool to accommodate the families of the subdivision. This situation has never happened, but we have been closed a few times and it is important to know the procedure if this should happen.

Only bottled water can be consumed on the pool deck; all food and other drink items must be consumed from the drain area back to under the covered area of the pool house and the concrete pads closest to the entry gate, where the tables are placed. As a courtesy to your fellow neighbors, please use the tables for eating purposes only so anyone who wishes to have a snack can do so in the designated eating area. Remember, it is the responsibility of each individual to clean up after themselves.

Pool passes will not be processed unless assessments are paid in advance and homeowner's have signed below:

Owner's Signature

Owner's Signature

Additional Note Space below: (constructive comments to improve pool)