

HOW TO JOIN THE CHF POOL

1. Pay \$75 HOA Dues for the 2024 Calendar Year. Options to Pay:

- Check: Payable to Castle Hills Forest HOA
Mail to: Castle Hills Forest HOA / P.O. Box 781645 / San Antonio, TX 78278-1645
 - If you are writing a check for *both* HOA Dues and Pool Membership, or adding a Donation, please note that
- Venmo: @CHF-HOA (Please include the following: “Address, Email, Phone, HOA Dues”)
- Credit Card via PayPal: Go to www.CastleHillsForest.org and click the “Pay HOA Dues” tab

2. Pay Pool Membership

- Go to www.CastleHillsForest.org/pool to choose appropriate pool membership: Single, Couple, Family, Non-Resident. Payment methods below:
- Check: (info same as above)
- Venmo: (info same as above)
- Credit Card via PayPal: Go to www.CastleHillsForestHOA.org/pool
Click on the correct Membership Level and follow the steps
- Key Fob: If you do not have a key fob, there is a one-time \$15 charge (also found on pool tab).
 - Lost key fobs do require a \$15 replacement fee

3. Pool Members: Sign Waiver of Liability & Retrieve Gate Key Fob

- Waivers located on website, at pool office or email CastleHillsForestHOA@gmail.com to request
- Gate key fob will be assigned to you within 24 – 48 hours. You can pick up at the Pool Office during Gate Attendant hours or email Kathryn Kathrynk1214@gmail.com to arrange a drop-off
- If you already have a key fob, we will reactivate it within 24-48 hours.

Keep in mind there are only a few people who help with this process. Please be patient, as pool season can be quite busy. If you have not heard from us within that 48 hour period, email CastleHillsForestHOA@gmail.com or Kathrynk1214@gmail.com and we will get it taken care of!