

**Green Trails HOA
2026 Pool Pass Registration Information**

May 5, 2026

Dear Green Trails HOA Residents,

The Association implemented an electronic pool pass system last year using the *PoolEntry* app. We are pleased to inform you that this system will continue to be used for the 2026 pool season. **The pool will be open Saturday, May 23, 2026.** All residents are **required** to apply for pool passes by following the instructions outlined below:

Pool Pass Registration Instructions *(All registrations must be completed through the PoolEntry mobile application)*

1. Download the PoolEntry Application

- Android Users: Access the Google Play Store and search for “PoolEntry pool pass”
- iPhone Users: Access the App Store and search for “PoolEntry pool pass”

2. Submit Your Application

- Open the PoolEntry application
- Sign in or create an account
- Select “Apply for Pool Passes”
- Enter the Community Code: **GR755V**

3. Enter Your Contact Information

4. Select Pass Type

- Renew existing passes (if applicable), or
- Apply for new passes

5. Add Household Members

- Provide the name, date of birth, and a photo for each resident

6. Guest Pass Allocation

- Each resident household will receive **ten (10) complimentary guest passes** at the start of the pool season.
 - Please ensure these are selected during the application process
 - Guest names will be required at the time of use

7. Review and Submit Your Application

Application Approval

Applications received before the pool opens are typically reviewed and approved within one (1) to three (3) business days. Once the pool opens, applications will be reviewed within 1-2 weeks. You will receive notification once your application has been processed.

Accessing and Using Pool Passes

Upon approval:

- Log into the PoolEntry application and navigate to Seasonal Passes
- Resident passes will display a grey rectangular box at the bottom of the pass stating “Pass Valid From 05/23/2026”
- Beginning on the pool opening date, this will change to a blue “Check In” option

Guest Pass Usage:

- Guest passes will display an “Activate Guest Pass” option
- Activation must occur at the time of use and will require entry of the guest’s name
- If activated prior to May 23, 2026, the pass will remain invalid but activated until the pool opening date

For information on purchasing additional guest passes or season guest passes, please see the next page. >>

Additional Guest Pass Options

- Ten (10) Guest Pass Package: \$20 (*Guest passes may only be purchased in increments of ten.*)
- Seasonal Guest Pass (unlimited use for one guest for one season year): \$20

To purchase additional or seasonal guest passes, please email Jndesouza@keymontcm.com and include:

- Your property address
- The type of pass requested

Payment Instructions:

- **Owners:** Charges may be applied to your HOA account and paid through the homeowner portal or by check made payable to Green Trails HOA and mailed to:
Green Trails HOA
c/o Keymont Community Management
3020 Hamaker Ct, Suite 300
Fairfax, VA 22031
- **Tenants:** Payment must be submitted via check made payable to *Green Trails HOA* and mailed to:
Green Trails HOA
c/o Keymont Community Management
3020 Hamaker Ct, Suite 300
Fairfax, VA 22031

Questions and Support

For assistance with the PoolEntry application, please contact:

- PoolEntry Support: support@poolentry.com
- Management: contact@keymontcm.com
- Or submit an inquiry through the Keymont homeowner portal at <https://home.keymontcm.com/public>

Thank you for your cooperation. We look forward to a safe and enjoyable pool season.

Sincerely,

Keymont Community Management