

**SNUG HARBOR PROPERTY OWNER'S ASSOCIATION**  
**BOARD OF GOVERNORS**  
**Hertford, North Carolina**

SUBJECT: <b>POOL TAG POLICY</b>		
PRESIDENT: Toni Cacace-Beshears		EFFECTIVE: 2/27/2006
SECRETARY: Christine Camilleri		LAST REVIEWED: 6/10/2023
POLICY NUMBER: OFF01	DIVISION: Office	LAST REVISION: 6/10/2023

**PURPOSE:**

To establish procedures for selling Snug Harbor Property Owner's Pool Tags to ensure that only Snug Harbor Property Owners and family members residing with the Property Owner and up to two guests of the Property Owner are authorized Annual Swimming Pool Passes. The policy is intended to benefit Snug Harbor Property Owners in good standing and afford them, family residing with them, and up to two guests the privilege of the current Annual Season Swimming Pool Pass.

**POLICY:**

The Snug Harbor Board of Governors is charged with enforcement of Snug Harbor's Covenants and By-Laws to ensure safety, the good working order of all common areas and facilities, and that Snug Harbor Owner's property values are maintained. In carrying out that task, the Board of Governors recognizes that the Snug Harbor Swimming Pool is one of the most valued benefits as well as one of its major expenses. Because Property Owners pay for the Swimming Pool, the primary use of the Swimming Pool is for Snug Harbor Property Owners, families residing with the Property Owner, and guests not residing in Snug Harbor with the Property Owner. As a member in good standing (meaning all assessments have been paid, no monies owed, no foreclosure or lien action is pending on a Property Owner's lots) the Snug Harbor Property Owners (the person(s) whose name is on the Deed) is authorized to purchase Annual Pool Tag Passes and two guest passes per lot owned. The member in good standing may purchase additional daily tags at \$3.00 per guest.

**GUIDELINES AND PROCEDURES:**

1. Only adult Snug Harbor Property Owners in good standing (18 years or older) can purchase Pool Tags. Children 2 years old (up to 36 months) and under do not need to purchase a Pool Pass but need to request one.
2. Property Owners need to complete the Snug Harbor Annual Pool Tag Form, indicating the name, relationship, and age for which Pool Tags are being purchased, and validating these tags are for members of their family residing with them.
3. Property Owners in good standing can purchase up to two additional Pool Tags for guests.
4. Property Owners in good standing can purchase additional Guest Tags at a daily rate of \$3.00.
5. Property Owners are responsible for their guests and held liable for any damage they may do to Snug Harbor property.
6. Pool Tags will be sold during Snug Harbor Office hours. Property Owners will be verified to ensure they are members in good standing. Pool Tags may be purchased when paying Annual Assessments through the mail.
7. Swimming Pool Rules and Regulations will be given to each Property Owner purchasing Pool Tags and the Property Owner is responsible for sharing this information with their family and guests.
8. Property Owners in good standing who rent their property in Snug Harbor are the only ones authorized to purchase Annual Pool Tags for tenants residing at the property. Tenants are not permitted to purchase Annual, Guest, or Daily Pool Tags without written permission from the Property Owner.

9. If Property Owners lose their “Good Standing” status throughout the Pool Season, they and their guests will not be allowed those privileges.
10. Property Owners will validate by their signature that the information presented on the Snug Harbor Pool Tag Form is true. Presenting false information on this form can result in the loss of use to the Property Owner and his/her family and guests of the Snug Harbor Swimming Pool for the season.
11. The Snug Harbor Pool Attendant will check all people entering the Snug Harbor Swimming Pool for proper Pool Tags and direct everyone to sign in the Snug Harbor Swimming Pool Logbook. People signing in must enter their Full Name, Pool Tag Number, Phone Number, and Lot Number. The Pool Attendant will check the Daily Pool Tags on the Logbook.

#### **PROCEDURES FOR PROPERTY OWNERS FOR PURCHASE OF POOL TAGS**

This is to define the process for Property Owners that wish to grant renters and guests the use of SHPOA amenities. This would apply to renters, Air B&B's, or VRBO's.

1. Property Owners must understand that they may grant use to individuals who are renting their property but remain **RESPONSIBLE** for those granted permission.
2. The property owner can fill out the form below, mail it to the office or submit by email.
3. Property Owners can purchase Guest Pool Tags each year. These can be used for entrance to the Park and the Pool. The guests will need to bring the Pool Tags and know the Lot Number.
4. If there are more guests associated with the group than number of Guest Tags, the group can purchase day passes for any guest over the stated amount, if the Property Owner is still in good standing.
5. It is the responsibility of the Property Owner to maintain accountability for the Pool Tags. If they are lost, the Pool Tags will need to be repurchased.
6. The guest will need to bring this form and the Pool Passes to the Pool for admittance

<b>Snug Harbor Property Owner for Guests Renting Properties</b>
Name of Owner:
Name of Guests:
Street Address of Property:
Lot Numbers:
Dates Guests are going to be using Tags:
Tag Numbers:
Your signature denotes your understanding of the rules and guidelines for requesting pool passes for guests you are authorizing to use the pool and park.
Signature of the Property Owner: