

91 Clinton Road, Suite 1E  
Fairfield, NJ 07004  
P(973)228-5477  
F(973)228-5422



April 15, 2013

Unit Owner  
Glenmont Commons Homeowner's Association  
Morris Plains, NJ 07950

Re: **2013 POOL BADGE RENEWAL**

Dear Unit Owners and Residents,

Pool Season 2013 is almost here! Enclosed please find your 2013 pool badge registration application package. As you are aware, permanent photo ID badges were issued to the entire community last year. In order for your ID badges to be validated for the 2013 season, the enclosed forms **must** be completed and returned to our office as soon as possible. If you rent your unit, **you must** fill out the first line of the pool application (homeowner name and address), sign the application, and then forward it on to your tenants so they can complete the resident tenant portion of the application and return to our office. Additionally, we must have a copy of the current lease on file before we can release pool badges to your tenants, per the Association's By - Laws and Governing Documents. **Homeowners requesting pool badges must occupy the residence and reside on premises. This requirement will be strictly enforced.**

If you are a new unit owner or have lost your photo ID badges and are in need of a new photo ID badge, please indicate so on the enclosed application and you will receive instructions on how to schedule an appointment to have your permanent photo ID badges produced.

Upon receipt of the enclosed completed 2013 pool badge registration form, the Homeowner/Tenant information form, as well as a signed copy of the pool rules by unit occupying homeowner and tenant if applicable, the 2013 validation sticker(s) will be mailed to the resident homeowner or resident tenant for placement on the permanent badges over the existing 2012 notation. **Friendly reminder: Only homeowners in good standing (monthly dues paid to date, no outstanding fines) will receive 2013 sticker(s).**

Please return the completed forms to our office via email to your property administrator: [sophia@cedarcrestpropertymanagement.com](mailto:sophia@cedarcrestpropertymanagement.com), or by mail using the address listed above. All forms must be returned no later than Friday May 3<sup>rd</sup>, 2013, in order to receive your validation stickers for the pool opening weekend.

**\*\*\*Please note that you will not be eligible for swimming privileges/pool badges unless you have submitted all current contact information (owner & tenant if applicable, current lease) to our office, this is non-negotiable.**

The Glenmont Commons pool will officially open one week early this year, the weekend before Memorial Day on Saturday, May 18, 2012, (weekends only until public school closes on June 15<sup>th</sup>) and will be open daily when schools close beginning June 21<sup>st</sup> through Labor Day, September 5, 2011. Pool hours will be from 11:00 a.m. - 7:00 p.m. on Weekends & Holidays, 12:00 p.m. - 8:00 p.m. on Weekdays.

[www.cedarcrestpropertymanagement.com](http://www.cedarcrestpropertymanagement.com)

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A copy of the Pool Rules is enclosed. Please take a moment to discuss these rules with family members, especially children. These rules will be strictly enforced by the lifeguards for the safety of all Glenmont Commons residents and their guests.

Should you have any questions, concerns or comments during the pool season, kindly address them to your Sr. Property Administrator, Sophia Crater via email at [sophia@cedarcrestpropertymanagement.com](mailto:sophia@cedarcrestpropertymanagement.com) or in the office at ext. 13.

We hope that you enjoy a safe & happy summer pool season.

Sincerely,

Sophia Crater, Sr. Property Administrator