

SYCAMORE HILL HOMEOWNERS ASSOCIATION, INC.
402 Ginkgo Terrace, NE; Leesburg, Virginia 20176

April 2026

Dear Homeowners and/or Residents,

The Board of Directors of Sycamore Hill HOA has approved the opening of the pool in May 2026. Primus Pools will be managing the pool again this year. The Board is confident Primus Pools will provide a high level of service by keeping the pool clean and safe.

Pool hours of operation:	During school	
	Friday	3:00 PM to 8:00 PM
	Saturday & Sunday	12:00 PM to 8:00 PM
	After school season	
	Daily	12:00 PM to 8 PM

REGISTRATION

You can obtain your pool pass application form at the onsite HOA office or online, which must be completed to use the swimming pool. Include the names of all residents, who will use the pool. (Proof of residency is a must). Town of Leesburg occupancy limits apply. Please do not list anyone other than the persons residing in your household. All Homeowners and Residents must provide proof of address (i.e. driver's license, utility bill, identification card with address, etc.) which lists a Sycamore Hill HOA address. Persons under the age of two will not need a pass.

POOL ADMITTANCE

If you are more than sixty (60) days delinquent in the payment of your monthly assessments, you will be contacted by the Association to schedule a hearing to consider suspension of your privileges to use the recreational facilities, including the pool. If the Board decides to suspend your privileges at the hearing, your pool pass will be revoked and/or you will not be issued a pool pass if the passes have not yet been distributed.

Patrons must have a pool pass to be admitted to the pool at anytime. The guards will strictly enforce the use of these pool passes for admittance. Every Sycamore Hill residence will be allocated up to one pass per occupant with proof of identification for the season.

Please sign in and out when entering and exiting the pool area. Information obtained from the sign-in sheets will be used to monitor pool operations.

NON-RESIDENT OWNER/TENANTS

When a unit is leased, only the tenants or owners may use the pool, not both. Non-resident owners, who intend to use the pool, should follow the normal registration instructions. If the tenant will be given the pool privileges, the non-resident owner must sign the statement at the bottom of the pool application form and provide a copy of the current lease agreement (**NOT A PRIOR LEASE AGREEMENT, CURRENT FOR 2026**) Please note any residence which is leased should already have a valid/current lease on file. This includes room rentals, basement rentals, etc. The tenant, who may then register for pool passes, should complete the top portion of the form.)

Please return the completed application to the onsite HOA office to receive your pool passes.

Please review the rules and regulations that are enclosed. Should you have any questions regarding the use of the pool, please contact the onsite HOA office at 703-669-2969.

Sincerely,

Kimberly Spiegel
General Manager

**SYCAMORE HILL HOMEOWNERS ASSOCIATION, INC.
2026 POOL PASS APPLICATION**

Address: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email Address: _____

Names of Members – **NOTE: PERSONS UNDER 2 YEARS OF AGE DO NOT REQUIRE A PASS.**

NAME	AGE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

As the owner/tenant of the above unit of Sycamore Hill HOA, I request pool membership be granted to those members of my household listed above. We have read and understand the Rules and Regulations governing the swimming pool and hereby agree to abide by said rules.

Signature of Owner/Tenant

The above form must be signed by the owner of the address listed above. Pool passes will be distributed to the owner or tenant of the Property. Everyone listed on this form must show proof of full-time residency. All homeowners with tenants must provide the HOA with a current copy of the lease and be responsible for providing passes to their tenant(s). Town of Leesburg occupancy applies.

OWNER RELEASE STATEMENT (FOR TENANT'S USE OF POOL)

I, _____, Owner of _____,
do hereby relinquish my privileges to a 2026 pool pass for use of the swimming pool facility located at Sycamore Hill HOA to my tenants and their family as listed on the registration form above.

OWNER: Please sign below and forward this form to your tenant, who will complete the top portion to receive passes. Only persons listed on the lease will be eligible to receive passes with proper proof of full-time residency as stated above.

Date

Signature of Owner

Registration Instructions

- ✓ Complete the Enclosed Pool Application Form
- ✓ Residences, which are leased, must obtain the owner's signature.
- ✓ Did you keep your 2025 pool pass? Get it updated at no cost.
Just provide completed pool application form and proof of residency.
- ✓ **There is a \$15.00 fee to replace any lost or discarded pool passes (check or money order only)**
- ✓ Review the pool rules.

**SYCAMORE HILL HOMEOWNERS ASSOCIATION, INC.
2026 SWIMMING POOL RULES AND REGULATIONS**

Our purpose: The Sycamore Hill pool is a valued community amenity for the enjoyment of HOA members and their guests. The following rules are designed to promote a safe, clean, and welcoming environment for everyone.

Use of the pool and surrounding facilities is at each member's and guest's own risk. The Sycamore Hill Homeowners Association is not responsible for accidents, injuries, or loss of personal property.

Lifeguard Authority & Safety Oversight

Our lifeguards are responsible for enforcing pool rules and ensuring a safe experience for all patrons. They have the authority to address rule violations and may suspend pool privileges when necessary.

In the event of a disagreement regarding rule interpretation, the lifeguard's direction will apply until a Board member or designated HOA representative can be consulted.

Lifeguards may stop any activity that they determine could compromise safety. This includes, but is not limited to:

- Running, pushing, wrestling, or rough play
- Diving, dunking, excessive splashing, or climbing on shoulders
- Throwing balls or objects
- Marco Polo or similar high-impact games
- Jumping into crowded areas
- Use of profane language
- Spitting or other unhygienic behavior
- Loitering in bathhouse areas

Safety is always our top priority.

Hours of Operation

The pool is open only during posted operating hours. Entry or use outside these hours is strictly prohibited for safety and liability reasons. Trespassing or vandalism will be addressed in accordance with applicable law.

Conduct & Community Respect

We ask all members and guests to treat one another, and our lifeguards, with courtesy and respect. Lifeguards are here to ensure safety and are not responsible for resolving disputes. Any concerns or complaints should be directed to the HOA Manager for review and follow-up.

Repeated violations of pool rules may result in suspension of privileges for up to 60 days following the opportunity for a hearing before the Board of Directors.

Health & Wellness

To help maintain a healthy swimming environment:

- Individuals with contagious illnesses or visible communicable conditions (including infections, inflamed eyes, open sores, excessive sunburn, or COVID/flu/cold symptoms) should not use the pool.
- Swimmers are encouraged to shower before entering the pool and after using tanning products.

Guests

Members must accompany their guests at all times and are responsible for ensuring their guests follow all pool rules. Please review these guidelines with your guests before arrival.

Children & Supervision

- Children under 12 must be accompanied by a parent, guardian, or caregiver who can swim. Written parental consent is required when a caregiver is supervising.
- Young children must be supervised at all times in both the main pool and wading pool.
- Babies must wear swim diapers, rubber pants, and properly fitted swimwear. Please notify a lifeguard immediately in the event of an accident.
- The wading pool is reserved for children age six and under unless otherwise approved by management or lifeguards.
- A 15-minute rest break will be called at the end of each hour for all patrons.
- Lifeguards may require swimmers to demonstrate reasonable swimming ability before entering deep water. New HOA members may be asked to complete a swim assessment.

Attire & Equipment

- Proper swimwear is required. Street clothing, including gym shorts, t-shirts, tank tops, etc. is not permitted in the pool.
- Life preservers and water wings may be used at the discretion of the lifeguard. Inflatable items are not permitted.
- Inappropriate attire, as determined by the lifeguard or HOA manager, is not allowed.
- To raise a large umbrella in the eating or wading pool areas, please ask a lifeguard for assistance.
- Pool shoes are especially recommended in the pool house this year due to the refinished surface.

Facility Guidelines

- No food is permitted on the pool deck.
- Glass containers are not allowed in the pool or bathhouse areas for the safety of everyone.
- Alcohol consumption is prohibited on pool grounds. Violations may result in suspension of pool privileges (up to 60 days following the opportunity for a Board hearing).
- Smoking and vaping are not permitted in or around the pool area. A designated smoking area is located to the right of the pool house entry. Please dispose of cigarette butts properly.
- No pets are allowed in the pool area. Service animals are permitted.
- Bicycles are not permitted on the pool deck or in the bathhouse and should not be left unattended in common areas.
- Please share pool furniture equitably and avoid using the lap lane when it is occupied by a lap swimmer.
- Speakers are permitted at a volume level that does not disturb others; earbuds are encouraged.
- Please help keep our facility clean by disposing of trash in the receptacles provided.

Thank you for helping us maintain a safe, enjoyable pool experience for the entire Sycamore Hill community. We look forward to a wonderful 2026 pool season!