

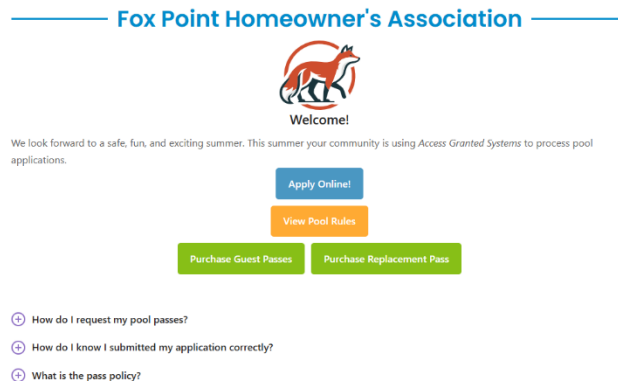
Fox Point Homeowners Association

NEW & DIGITAL! Access Granted PoolPass System

Application Instructions



- **Step 1 - Access the Site:** Visit <https://swimmingpoolpasses.net/fox-point-homeowners-association/> and click “Apply Online”.



- **Step 2 – Provide Your Household Information:** Be sure to include your Fox Point address and the best phone number/email for you to receive updates on your application.

***PLEASE NOTE:** If you are renter of a Fox Point property, please select “Renter” under Membership Type, otherwise your application may be rejected.

* Required Field

We will send status on your Application to the email address below

Your Email Address *

Select the Membership Type

Membership Type *

☒ Owner

☐ Renter

Your Household

Mailing Address

Address *

City/Town *

State/Province *

Postal Code *

Email *

Primary Phone (xxx-xxx-xxxx) *

Alternate Phone (xxx-xxx-xxxx)

Enter the Emergency Contact for your household. Do not enter yourself.

Emergency Contact Name *

Emergency Contact Phone *



- Step 3 – Provide Your Patron Information & Select Your Pass Type:** A “patron” refers to any individual residing permanently in your home that intends to visit the pool, including yourself. **There is no need to enter guests or any children under the age of 3.** For each patron, select if they would like to receive an ePass (digital) or the traditional physical pass (card). **An Apple or Android device is required to use an ePass.** Upon application approval, physical passes will be mailed by Access Granted to the address provided in your household information, and ePasses will be emailed. A list of individuals opting for traditional physical passes will be kept by management so that you may still visit the pool if you are waiting to receive your pass in the mail.

Patrons

(press the + to add members of your household)

Be sure to add yourself as a patron.

PATRONS Count: 3

Keep pressing + to add the number of patrons in your family

PATRON (1)
Enter the information for this patron

PATRON (2)
Enter the information for this patron

PATRON (3)
Enter the information for this patron

+ ADD ANOTHER PATRON

***PLEASE NOTE:** Make sure your member images are clear, appropriate headshots. These images will appear within the check-in system and on physical passes.

***EXAMPLE SCENARIO:** The Smith Family has a husband, wife, (2) children and a mother-in-law that visits often during the summer and likes to accompany the family to the pool occasionally. The Smith children are ages 2 and 4. Mrs. Smith would like to try out using the new digital ePasses for herself and the children, but Mr. Smith prefers to have a physical card pass.

The Smiths would enter a total of (3) total patrons in this section for the husband, wife and 4-year-old. The 2-year-old does not require a pass, and their mother-in-law would be considered a guest and therefore subject to the guest policy. The Smith's would want to check off the option for “ePass” for Mrs. Smith and their 4-year-old, and “Classic Pass” for Mr. Smith.

- Step 4 – Verifications, Terms & Conditions:** Check the boxes to: (1) verify that the information you provided is accurate, (2) agree to abide by all Fox Point Rules, including but not limited to the Fox Point Pool Rules, and (3) agree to Access Granted’s Terms & Conditions. While not required, please feel free to make use of the space for “Application Notes” if you have any important info or questions to share with management.

Terms & Conditions

☒ I certify that the information provided on this application is accurate. *

The holders of these passes agree to abide by the Bylaws of the Fox Point HOA and the rules and regulations that govern activities of the pool and other facilities. I understand this membership may be revoked if such bylaws or rules and regulations are not adhered to. I certify that all holders of these passes are in proper physical condition and good health to safely use these facilities, and all holders assume personal responsibility for undertaking the appropriate due care in mitigating the inherent personal risks of injury when using the swimming pool and other facilities. I certify that all individuals listed above have read and/or fully understand the rules and regulations and that I am a member of the Association in good standing (i.e., all assessments are up-to-date, not in violation of any architectural guidelines, etc.). I understand that these memberships may be revoked if I should lose my “good standing” status. *

☒ I have read and understand the pool rules *

☒ I agree to Access Granted Systems, LLC Terms & Conditions *

[View Pool Rules](#)

[View Terms & Conditions](#)

Is there anything else we need to know about your application?

Application Note

I have questions about the Fox Point pool rules

☐ Check here if this is your 2nd submission this year.

SUBMIT APPLICATION

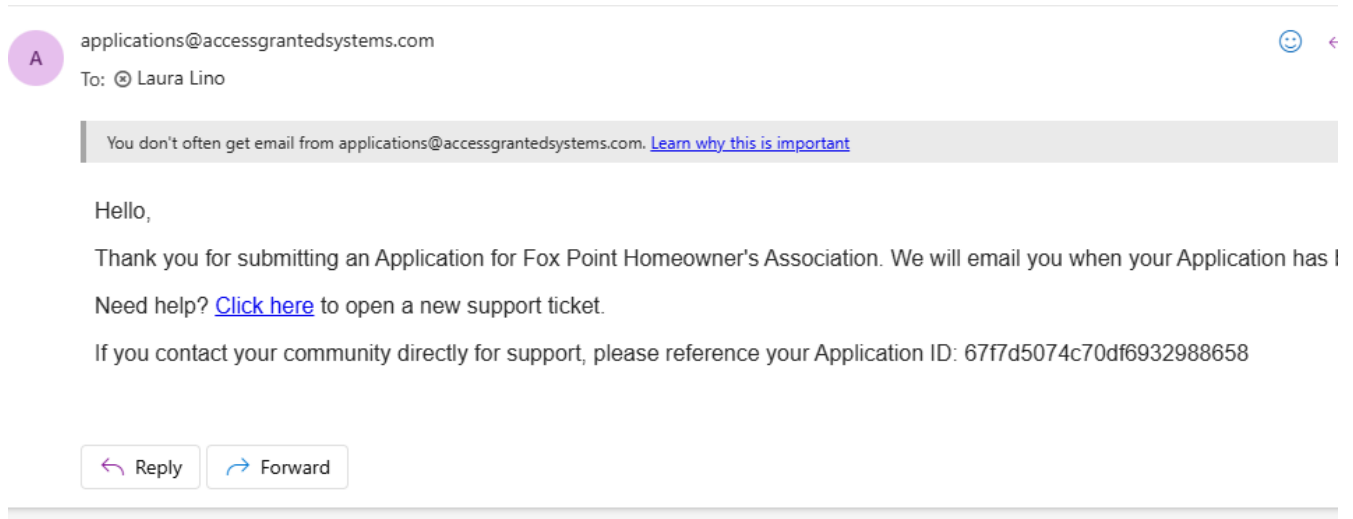
***PLEASE NOTE:** If you have already submitted an application for the current year, please contact the Fox Point General Manager before submitting again (i.e. for the purpose of updating your contact information or patrons).



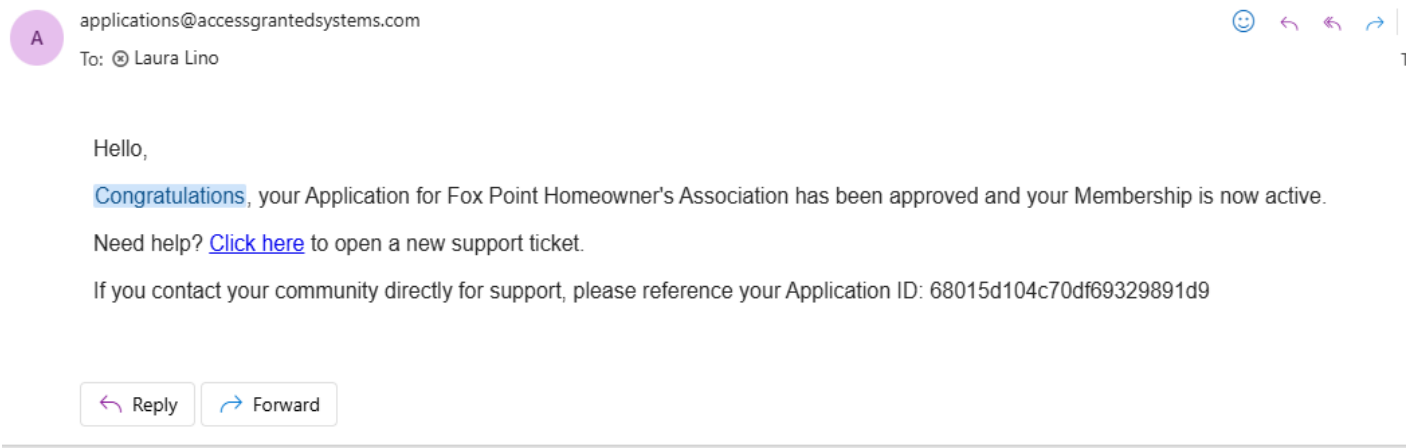
- **Step 5 – Submit:** Once you have completed each required section of the application, click “Submit Application”. You will be directed to a page that confirms the submission, and the Fox Point General Manager will receive a notification.

✓ Application Submitted

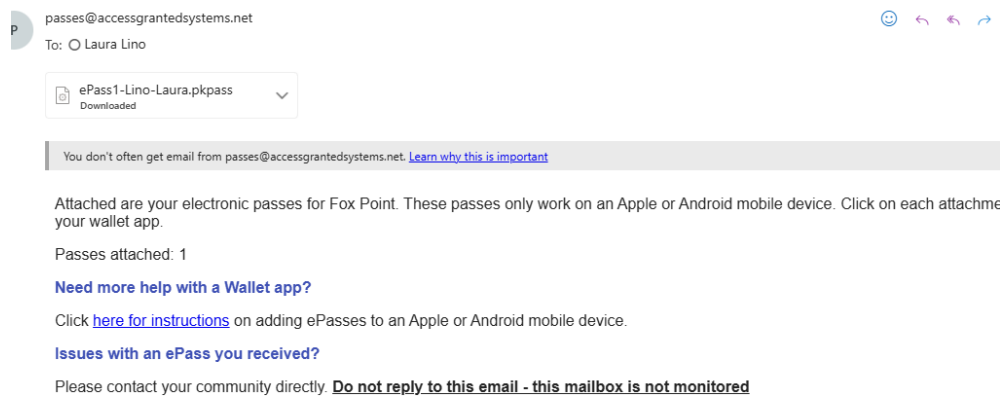
You will also receive the below email confirming your submission, which includes an Application ID to reference in the event you need support.



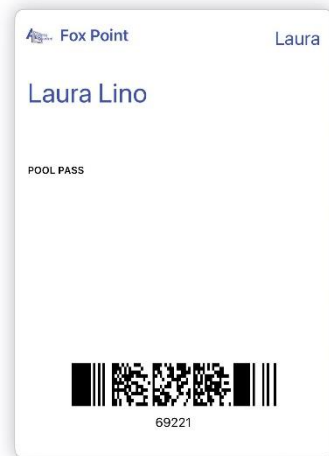
- **Step 6 – Approval:** Please allow (2) business days for approval of your application. Once submitted, the Fox Point General Manager will review your application information and verify ownership of the home under which the application is being submitted, as well as the applicant’s standing with the HOA. Once your application is approved, you will receive the email below.



If you selected the “ePass” option for yourself or any of your patrons, you will receive an additional email to access your pass(es). **Using your Apple or Android mobile device**, click on the attachment within this email to save to your device; please make use of the provided instructions for this if needed.



Here is what your new ePass will look like!



- **Step 7: Enjoy the Pool:** Once your application has been approved, you may visit the pool immediately, or once opened for the season.

Checking in at the Pool:

- **ePasses:** Using your Apple or Android device, present your ePass to the guard at the pool entrance for scanning.
- **Classic Passes:** Present your physical card to the guard at the pool entrance for scanning. If you are waiting to receive your card in the mail, please provide the guard with your name and address for manual verification.
- **Guests:** All guests are to be accompanied by a Fox Point resident when entering and using the pool. If you wish to check in a guest, please advise the guard at the pool entrance. Your guest does not need to provide any form of identification at check-in.
- **All children under the age of 3:** No pass is required for entry. Please advise the guard that the child is 2 years old or younger.



Application FAQs

Q: *“My application has been rejected, what do I do?”*

A: Contact the Fox Point General Manager. Reasons for rejection include but are not limited to the following:

- The homeowner name provided does not match what is on record with the HOA
- You have submitted a duplicate application
- You have been previously notified that your amenity access has been suspended due to poor standing with the HOA due to unpaid assessments or other circumstances

Q: *“How do I change my contact information, patron information, or add a new patron to my household?”*

A: Contact the Fox Point General Manager who will make the requested changes.

Q: *“I have a nanny or caregiver that may want to accompany my children or family member to the pool instead of me, is that possible?”*

A: Yes. Reach out to the General Manager for more information.

For all other inquiries, please reach out to the Fox Point General Manager.

General Manager: Laura Lino, Cardinal Management Group

Phone: (540) 891-1058

Email: laura.lino@cardinalmanagementgroup.com