



**Abaris Realty, Inc.**

7811 Montrose Road, Suite 110, Potomac, MD 20854  
301-468-8919 • Fax: 301-468-0983  
Web Site: [www.abarisrealty.com](http://www.abarisrealty.com)



April 1, 2024

Dear Amberfield HOA Homeowner:

Summer is just around the corner and it's time to register for your pool passes!

**Registration:** We are using the same procedures as last summer, and you can register online through the HOA's website by visiting <https://www.myamberfield.com/>

Attached is information on how to register for a pool pass. Once you have registered, your passes will be kept on file at the pool. Amberfield does not distribute pool passes to individual households. The lifeguards will check in members and their guests using the pool pass information you provided. There is no fee to register. In order to ensure that your pool pass is on file at the pool in time for opening day, your application must be submitted **NO LATER THAN MONDAY, MAY 13, 2024. THERE WILL BE NO WALK-IN REGISTRATION AT THE POOL. UNREGISTERED PEOPLE WILL NOT BE ABLE TO USE THE POOL. THERE WILL BE NO EXCEPTIONS.**

**Eligibility:** Pool pass registration is open to all Amberfield homeowners that are not in arrears on their quarterly HOA assessment. **In order to register, your HOA fee account must have a zero balance.** Tenants may not register for a pass without the owner's permission. It's important for owners who wish to relinquish their pool privileges to sign the release form and forward it and the application to management. Only one pass is allotted per residence.

**Pool Hours:** The pool opens Saturday, May 25, 2024. Copies of the hours and rules are enclosed and will also be posted at the pool.

**Pool Rules:** The pool rules and application for use of the pool for private parties are enclosed for your review. Please ensure that all family members and guests understand and adhere to the rules for their safety and enjoyment.

**Security Camera System:** Due to repeat incidents of vandalism and late-night trespassing into the pool facility, the HOA had a video surveillance camera system installed at the pool. The system will record any movement/activity at the front, sides and rear of the pool house--including the pool deck and basketball court. There have been incidents of trespassing and vandalism at the pool after hours, which resulted in the HOA pressing criminal charges and taking other forms of enforcement action against the individuals who were caught on the video. The HOA fully intends to seek prosecution to the fullest extent of the law and assess fines against those individuals who trespass during off hours or vandalize the pool facility. **We ask parents to please stress to their children not to engage in such activity.**

On behalf of the Amberfield Board of Directors and the Recreation Committee, I hope you have a great summer at the pool!

Sincerely,

Shireen Ambush, PCAM, CPM  
Community Manager

**AMBERFIELD HOA**  
**2024 POOL PASS REGISTRATION PROCEDURES**

Please mail, fax, or email the completed forms to:

**Abaris Realty, Inc**  
**Attention: Kaitlyn Ambush**  
**7811 Montrose Road Suite 110**  
**Potomac, MD 20854**  
**Fax: 301-468-0983**  
**Email: [ateamadmin@abarisrealty.com](mailto:ateamadmin@abarisrealty.com)**

1. The completed Amberfield Homeowners Association Pool Pass Application which includes:
  - \* Your address and phone numbers where you can be reached in case of an emergency or if there are questions concerning your application,
  - \* A list with the names of all household members, including the ages of all children less than 18 years old,

Note: Parents wishing to sign the parental waiver permitting children 12 years and older to go to the pool without an adult should check with the lifeguards after the pass is approved.

2. A copy of identification that verifies an Amberfield residence for each adult (18 years old) in the household who wishes to use the facility and WHOSE LAST NAME DIFFERS FROM THAT OF THE REGISTRANT'S LAST NAME.
3. For registration of tenants a copy of their lease agreement must be included, listing the names of all tenants and the signed Release Form from the property owner.

**IMPORTANT REMINDERS**

- a. **Incomplete applications will be returned by mail.**
- b. **Applications received after May 13, 2024, may not be approved in time for use on opening day, May 25, 2024.**

c. Applications submitted after May 13, 2024, will be processed on a first come first serve basis and passes are delivered to the pool on a weekly basis. Absolutely No Walk-in Service.

If you need additional information, please contact Abaris Realty at (301) 468-8919. Monday through Friday, 9:00 a.m. to 5:00 p.m. or send an email to [ateamadmin@abarisrealty.com](mailto:ateamadmin@abarisrealty.com)

**AMBERFIELD HOA**  
**2024 POOL PASS APPLICATION FORM**

Registrant: \_\_\_\_\_

Property Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

Circle one:                      **OWNER**                      **TENANT**

**Household Members**

<b><u>Adult's Names</u></b> <b>(18 and over)</b>	<b><u>Minor's Names</u></b> <b>(17 and under)</b>	<b><u>Age</u></b>
1. _____	1. _____	_____
2. _____	2. _____	_____
3. _____	3. _____	_____
4. _____	4. _____	_____
5. _____	5. _____	_____
6. _____	6. _____	_____
7. _____	7. _____	_____

Note: Minors who are 12 years old or older may go to the pool unsupervised if a parent or guardian signs the waiver on the back of the pass. Check with the lifeguards after your pass is approved to sign the waiver.

In consideration of the provided swimming pool facilities, the undersigned expressly agrees to assume the risk of any accident or personal injury which he/she or any member of their family or household or any guest of the resident or co-owner of the unit may sustain while using said facilities and agrees that the Amberfield Homeowners Association and/or its management agent will in no way be liable for any such injury except when due to negligence on the part of the Amberfield Homeowners Association and/or its agents, such as faulty equipment.

**The above has been read and fully understood**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Completed Applications should be sent to :**

**Abaris Realty, Inc  
Attention: Kaitlyn Ambush  
7811 Montrose Road Suite 110  
Potomac, MD 20854  
Or Fax: (301) 468-0983**

**Email: [ateamadmin@abarisrealty.com](mailto:ateamadmin@abarisrealty.com)**

**Have you included the following?**

1. **Proof of residency for each adult (18 years or older) whose last name differs from that of the Registrant** (i.e. copy of driver's license, piece of mail with name and address, etc.)
2. **For tenants, a copy of the lease and the Release Form signed by the owner.**

**AMBERFIELD HOA  
HOMEOWNER'S POOL PRIVILEGES RELEASE FORM  
2024**

I, \_\_\_\_\_, as owner of the property at  
(print full name)

\_\_\_\_\_  
(print unit address)

**Relinquish my 2024 pool privileges to my tenant(s) who reside at this property.**

\_\_\_\_\_  
Signature-Property Owner

\_\_\_\_\_  
Date

**Please list the names of the tenants residing at this property.**

**Household Members**

<b><u>Adult's Names</u></b> <b>(18 and over)</b>	<b><u>Minor's Names</u></b> <b>(17 and under)</b>	<b><u>Age</u></b>
1. _____	1. _____	_____
2. _____	2. _____	_____
3. _____	3. _____	_____
4. _____	4. _____	_____
5. _____	5. _____	_____
6. _____	6. _____	_____
7. _____	7. _____	_____

**COPY OF LEASE IS REQUIRED BEFORE POOL PRIVILEGES CAN BE TRANSFERRED.**

**AMBERFIELD HOA**  
**POOL HOURS OF OPERATION**

**Saturday, May 25, 2024, through the last day public schools in session.**

Monday through Friday	3:30 p.m. - 8:30 p.m.
Saturday & Sunday	10:00 a.m. - 8:00 p.m.
Holidays	10:00 a.m. - 8:00 p.m.

**The day after public schools are closed through Labor Day, September 2, 2024**

Monday through Friday	11:00 a.m. - 8:00 p.m.
Saturday & Sunday	10:00 a.m. - 8:00 p.m.
Holidays	10:00 a.m. - 8:00 p.m.

**AMBERFIELD HOA**  
**POOL RULES**

The Board of Directors established these rules to ensure the health and safety of members and their guests. Comments and suggestions should be submitted to the Board in writing or presented at the HOA meetings.

1. **Minors:** All children under the age of 12 years old must be supervised by an adult 18 or older. In accordance with County requirements, each hour there is a 15-minute rest period when all children under the age of 16 must get out of the pool. Adults are permitted to swim during these breaks. Only children six years and younger may use the wading pool.

Infants and toddlers who are not toilet-trained must wear cloth or disposable diapers covered with plastic pants when in the wading pool. Notify the guards immediately in the event of a fecal accident.

2. **Personal Hygiene and Attire:** All persons using the pool must take a shower before entering the pool. Persons having an apparent skin rash or open wounds are not to use the pool. Band-Aids should not be worn in the pool.

Swimmers must wear bathing attire. No cut-offs or dungarees. **Shoes are not permitted to be worn in the pool area.** This measure prevents gravel in the pool and in the filtration system.

3. **Safety Rules:** No boisterous or rough play is permitted in the pool, on the deck or in the bathhouse. No running in the pool area or bathhouse. No swimming in the diving area. Only one person at a time is permitted on the diving board. No inflatable rafts, inner tubes, or balls are allowed in the large pool. Swim fins are allowed only in the lap lanes.

4. **Food and Beverages:** No food is permitted in the pool area. Non-alcoholic beverages in metal or non-breakable plastic containers are permitted in designated areas only. **ABSOLUTELY NO GLASS IS PERMITTED IN THE POOL AREA.**

5. **General:**

- Smoking is permitted in designated areas only.
- Lap lanes are reserved for lap swimmers.
- No pets permitted in the pool or bathhouse area.
- All trash must be placed in the containers provided.
- Management is not responsible for loss or damage to any personal property of any kind.
- Found articles will be held for at least two weeks or until the end of the season.
- The cost of any pool or property damage will be charged to the responsible homeowner's account.
- The volume of audio equipment must be held to a minimum so as not to disturb others at the pool.

6. **Guest Passes:** The lifeguards will check in all persons wishing to use the pool. Only valid pass holders will be permitted to use the facility. Each household gets a maximum of 40 free guest passes per season. After you use the first 20 passes issued on your registration card, the Recreation Committee, on your request, will issue you a new card with 20 additional guest passes. A maximum of four guests per household per day is permitted. Exceptions to this limit must be approved in advance by the Recreation Committee. Guests must be accompanied by an adult (18 years or older). At least one adult must accompany children who are guests to the facility.

7. **Enforcement:** Management is responsible for the safe operation of the pool. Management may suspend the pool privileges of any member or guest who fails to comply with these rules. Serious complaints about the operation of the pool should be made in writing to the Board of Directors, Amberfield Homeowners Association. **PERSONS USING THE POOL DO SO AT THEIR OWN RISK.**

# **AMBERFIELD HOA**

## **Rental of Pool Area Rules and Regulations**

Rental of this area is for residents only. The resident must be present during the event. The resident is responsible for the conduct of the guests and must be on the pool area premises throughout the party. He/She is liable for all damages including any exceeding the amount of the previously obtained deposit.

### **RULES**

- The resident is responsible for all rented areas.
- All areas must be returned to pre-rental condition.
- Trash must be secured and placed inside trash cans.
- Do not use paper bags or boxes to discard trash.
- Trash cans must not be left in a state of overflowed capacity.
- Any spills must be properly cleaned.
- Decorations may not be hung whatsoever.
- **Music is not allowed at excessive volumes.**
- Excessive noise, abusive or unacceptable behaviors resulting in complaints will not be tolerated.
- Neither “admission fees” nor any fund transfer that may be construed as admission fees may be collected. (For example: Cash Bars)
- Rental of the area for purposes of business solicitation, political functions, or profit-making activities of any kind are not permitted.
- No advertising materials may be displayed at any function.
- The Amberfield Homeowners Association must approve the use of the area by a resident in advance.
- **All activities must end, the area vacated, and cleaned no later than pool closing.**
- All chairs, tables and other items brought to the areas must be removed. Any activity consisting of 50% youth (under 18 years of age) must be chaperoned. One chaperone, over the age of 21, for each 10 youths, must be present at all times.
- The application and all required forms must be executed and signed by an adult unit owner or resident of Amberfield HOA in good financial standing who will assume responsibility for the areas.
- **No alcoholic beverages are permitted.**
- The pool area can NOT be exclusively reserved and shall remain open to all residents during private events.
- No food or drink is allowed on the pool deck in accordance with County Law.
- Non-compliance with any of the above rules will result in a \$25.00 reduction in the deposit refund for each rule that is disobeyed.



**PROCEDURES**

- Residents interested in renting the areas for private or organizational use must complete an “Application for Use and Rental Agreement.”
- Resident is required to provide the Association with a copy of their homeowner’s insurance policy.
- The policy must indicate a minimum amount of \$300,000 of liability insurance naming Amberfield Homeowners Association as an additional insured.
- The request must be made with the community manager or assistant community manager, at least two (2) weeks in advance and must be accompanied by the security deposit, certificate of insurance, and the rental fee.
- Cancellations made less than two (2) weeks prior will be subject to forfeiture of \$50.00 of the deposit.
- The rental fee will be returned in its entirety in the event of a cancellation made 2 weeks or more prior to the event date.
- Partial rental fees will not be refunded due to vacating the premises early.
- The inclusive rental times stated on the application will include clean-up time.

The community manager will recommend to the Board of Directors when exceptions to the above rules are deemed necessary.

***Anyone not complying with these procedure rules and regulations will have their event cancelled and future use of the area will be restricted.***

**RENTAL FEES**

Rental fees are to be determined by the following:

	<b><u>Deposit</u></b>	<b><u>Fees</u></b>
Rental of the pool area	\$200.00	\$100.00 flat rate
Cleaning fee	N/A	\$50.00 flat rate (if needed)

**\*\* Rental fees are subject to change without notice\*\***

**APPLICATION FOR USE AND RENTAL OF POOL AREA**  
**AMBERFIELD HOMEOWNERS ASSOCIATION AGREEMENT**

Resident's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Signature: \_\_\_\_\_

**If this is a party sponsored by a resident for a guest, please provide the following:**

Name of Sponsored Guest: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Signature: \_\_\_\_\_

Please send two (2) separate checks, one for the security deposit and one for the rental fee. Checks and money orders are to be made payable to AMBERFIELD HOMEOWNER ASSOCIATION. There will be a \$35.00 service charge for any check that is returned from the bank. Deposit refunds or portions thereof will be mailed to the address below within 14 days after the event.

**MAILING INSTRUCTIONS FOR SECURITY DEPOSIT REFUND:**

Mail to: \_\_\_\_\_

\_\_\_\_\_

Date of Event: \_\_\_\_\_

Hours of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Nature of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PRE-INSPECTION/POST-INSPECTION**

A pre-inspection walk through must be conducted by the Pool Committee prior to event commencement. No guests shall be granted access to the pool area prior to the pre-inspection walk through. Any discrepancies should be noted and reported to Abaris Realty.

A post-inspection walk through will be conducted by the Pool Committee concluding event clean up and on the next business day. Any discrepancies should be noted and reported to Abaris Realty. The cost of damages resulting from the event will be deducted from the security deposit.

**INDEMNIFICATION:**

In exchange for permission of the Board of Directors of the Amberfield Homeowners Association to rent the pool area, I/We do hereby agree as follows:

I/We shall hold harmless and indemnify the Amberfield Homeowners Association, its successors and assigns, its officers and directors, both individually and collectively, from and against any and all liabilities, damages, expenses, and any attorney's fees or costs of defense resulting from or attributable to any and all acts and omissions of mine/our guests and invites, pertaining to the use of the Amberfield recreational areas, including, but not limited to, damage or injury to my/our guests, or attendee's person, possessions, or property.

I/We accept full responsibility for maintaining the condition of all property as originally provided at the time of the pre-event inspection. I/We fully understand that if the property is not in the condition as it was at the time of the pre-event inspection, the security deposit will be forfeited, to the extent necessary to return the facilities to their pre-event condition. In the event damages

exceed the total dollar amount of the security deposit, I/We hereby accept full responsibility for the payment of all damaged over and above the amount of the security deposit.

I/We agree to pay all reasonable costs, attorney's fees, and expenses that shall be incurred by the Amberfield Homeowners Association if legal action is taken to enforce the terms of this agreement.

I/We agree to remain in attendance throughout the event.

I/We have received a copy of, and agreed to abide by, the procedures, rules and regulations of the Amberfield Homeowners Association concerning the recreational center. I/We understand that failure to comply with these procedures, rules and regulations may result in the loss of our right to use the recreation facilities.

---

Date

Applicant Signature

Note: All Applications should be mailed to the following address:

Abaris Realty,  
7811 Montrose Road, Suite 110  
Rockville, MD 20852  
Attention: Shireen Ambush  
[sambush@abarisrealty.com](mailto:sambush@abarisrealty.com)