

## Procedure for Windy Hill Farms pool cards:

### **If you have a pool card from last year it will still work.**

If you had a pool card but lost it, we can issue you a replacement for \$10. To request a replacement pool card, email [whfcommunityadvisor@windyhillfarmshoa.com](mailto:whfcommunityadvisor@windyhillfarmshoa.com) with your name and address and drop off a check for \$10 payable to Windy Hill Farms HOA at **132 Kristen Ct.** (directions below).

If you recently moved to WHF and previous occupant left you a pool card, please email your address, the name of the previous occupant, and the pool card number from the back lower left corner with leading zeros, to [whfcommunityadvisor@windyhillfarmshoa.com](mailto:whfcommunityadvisor@windyhillfarmshoa.com). Please also follow the procedure for a new card below.

### **If you have never had a pool card, please do the following:**

The HOA asks residents to initial each page and sign a copy of the pool rules and provide information on your family when we issue a pool card to a resident for the first time. Pool access is for households in good standing with the HOA.

Please go to [www.whfhoa.com](http://www.whfhoa.com), click on "HOA Documents" on the left, scroll down to "Common Area Documents" then click on "Pool Rules." Print the Pool Rules, initial each page, then complete the information on the last page and sign it.

You can either scan and email the signed and completed forms to [whfcommunityadvisor@windyhillfarmshoa.com](mailto:whfcommunityadvisor@windyhillfarmshoa.com) or drop them off at **132 Kristen Ct** and your request will be reviewed and a card issued.

The first card is free. If you want a second one or need a replacement, the charge is \$10 payable by check to Windy Hill Farms HOA.

**Directions:** Kristen Ct is just East of Heritage Parkway off Michael Dr. Michael Dr is the 1st right when headed North on Heritage Parkway from FM 544. 132 Kristen Ct is the next to last house on the left (East side). Leave all forms or checks in the small black mail box near the front door and let us know by emailing [whfcommunityadvisor@windyhillfarmshoa.com](mailto:whfcommunityadvisor@windyhillfarmshoa.com) when you have dropped them off so we'll be sure to look for them.

We will email you when the card is ready to pick up.

We use two sizes of pool cards. The large card is the size of a normal credit card. The smaller card is about half the size of a normal credit card. **To operate the card reader, place the small card against the upper right corner as shown in Figure 1 below.** The large card will fill the entire reader surface.

Any questions please email [whfcommunityadvisor@windyhillfarmshoa.com](mailto:whfcommunityadvisor@windyhillfarmshoa.com).



Figure 1 - Small Pool Card



Figure 2 - Large Pool Card