

# PRINCE WILLIAM COUNTY CENTER OWNERS ASSOCIATION

4799 Wermuth Way  
Woodbridge, Virginia 22192  
703-580-9650  
Manager@pwcchoa.com

VISIT AND REGISTER ON THE COMMUNITY WEBSITE

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

April 28, 2025

Dear Owners:

**RE: 2025 POOL SEASON**

The 2025 Pool Season opens Saturday, May 24, 2025 at 12:00 noon. A copy of the pool rules and 2025 registration form are enclosed. Residents that need a pool access card can visit the on-site management office starting Monday, May 5, 2025 during the following hours:

**Monday – Friday: 9 a.m. - 5 p.m.**

**Residents - Pool access cards MUST have photo and address labels and are used for the gate entrance to the pool.**

**2025 AGE REQUIREMENTS**

**Children under the age of 16 must be accompanied by a resident 16 years or older.**

**1. If you have existing access card(s) from previous years:**

You must submit a new registration form for 2025 for your pool access card to be activated. **OPTION 1:** Please drop off your completed registration form at the clubhouse, 4799 Wermuth Way, Woodbridge, VA anytime and/or place it in the black drop box to the left of the front entrance door or email it to [manager@pwcchoa.com](mailto:manager@pwcchoa.com). **You may not need a new photo, but you will need to write the pool access card number from the back of your card, on your registration form where indicated.** The numbers needed are the printed numbers on the back of the keycard opposite the side with the photo. **Please ensure that your phone number and email are clearly printed on the application, and the application is signed by the homeowner.**

**OPTION 2:** You can register online at [www.pwcchoa.com](http://www.pwcchoa.com), provided there is no need to visit the management office. **Once you access the website click on "Amenities," click on "Pool," and follow the prompts. An auto-reply email of the 2025 Pool Rules and Regulations will be sent to you once you submit the form.** Again, you can **only** do this if you have an existing pool access card and you do not need to update an existing card. There is no need to visit the office.

**2. New Residents to County Center:**

Please make an appointment to meet with management, bring your pool registration form and a photo for each pool pass requested for each resident 16 years and older. Please be sure to bring proof of address with you.

**3. Landlord/Tenant:**

The owner of the property must fill out an application to include all tenants at the property. The tenants will need to bring the signed and completed registration form along with a copy of the current lease to the clubhouse office for individual photos (16 years & up – ALL occupants that will be using the pool).

Please note that pool access cards may only be obtained from management. NO pool access cards will be issued by the lifeguards and lifeguards will not accept any applications.

**If your pool access card does not allow you access, you MUST contact Management. Lifeguards do NOT have the ability to modify pool access cards.**

**REGISTRATION FORMS RECEIVED VIA EMAIL OR VIA ON LINE REGISTRATION WILL RECEIVE A GUEST PASS GOOD FOR TEN (10) FREE VISITS.**

*You may purchase additional passes:*

*\$25.00 for a 10- visit guest pass*

*(Additional passes must be purchased at the Management office. Payment in the form of a check only. Members must escort their guests at all times and are held responsible for their guest's actions).*

If you have any questions, please contact the office at (703) 580-9650.

Respectfully,

Carrie Wakefield, CMCA®, AMS®  
Community Manager  
Prince William County Center Owners Association  
Gates Hudson Community Management

**2025 POOL HOURS – PRINCE WILLIAM COUNTY**

**May 24<sup>th</sup> through June 12<sup>th</sup>**

**Monday – Friday 4 P.M. – 8 P.M.**

**Saturday, Sunday & Holidays 12 P.M. – 8 P.M.**

**June 13<sup>th</sup> through August 17<sup>th</sup>**

**Monday – Friday 12 P.M. – 8 P.M.**

**Saturday, Sunday & Holidays 12 P.M. – 8 P.M.**

**August 18<sup>th</sup> through Labor Day (September 1, 2025)**

**Monday – Friday 4 P.M. – 8 P.M.**

**Saturday, Sunday & Holidays 12 P.M. – 8 P.M.**

PRINCE WILLIAM COUNTY CENTER  
REGISTRATION FOR FACILITY PRIVILEGES  
(POOL 2025 SEASON)

***If you are a new resident or you do not have an existing access card, you must visit the Management Office with this registration form to obtain a pool access card.***

**PROPERTY ADDRESS:** \_\_\_\_\_

**IS PROPERTY RENTED:** YES \_\_\_\_\_ NO \_\_\_\_\_

**NOTE: IF THE PROPERTY IS RENTED A COPY OF THE CURRENT LEASE MUST ACCOMPANY THIS APPLICATION.**

**NAME OF OWNER:** \_\_\_\_\_

**NAME OF RENTER: (if applicable)** \_\_\_\_\_

**EXISTING POOL ACCESS CARD:** YES \_\_\_\_\_ NO: \_\_\_\_\_

**(IF YES) CARD NUMBER(S) (5 DIGIT STAMPED NUMBER) All Individuals (living in household)**

**(IF NO) LIST NAMES, RELATIONSHIP AND BIRTH DATES (Leave existing card # blank)**

NAME	EXISTING CARD #	RELATIONSHIP	BIRTHDATE

I acknowledge that the Association is relying on my representations herein, in approving the use of the community facilities to the individual(s) named herein.

I acknowledge and agree that any false representations made herein or in connection with the assignment of my facility privileges shall subject me to all remedies available to the Board of Directors for violations of the rules and regulations of the Association, including but not limited to the assessment of charges and/or the suspension of my facility privileges, and such other remedies as may be established from time to time by the Association or by statute.

I acknowledge and agree that any pool access card provided by the Association upon approval of this application may only be used by the individual identified. I understand that the pool access card must be in the possession of the pool access card holder in order to obtain access to the pool facilities. I realize that this application is not final until approved by the Association and remains the property of the Association.

Should a pool access card be lost, replacements may be obtained only from Management (at a cost of \$25.00 check only)

***To ensure receipt of pool passes prior to initial opening please return this form to Management no later than Friday, May 23, 2025. Applications are accepted any time during the pool season. Forms can be left in the drop box located in front of the Clubhouse or emailed to [manager@pwcchoa.com](mailto:manager@pwcchoa.com). Once the form is received your existing pool access card(s) will be re-activated for entry for the 2025 pool season.***

***If you are a new resident or you do not have an existing pool access card, you must make an appointment to visit the Management Office with this registration form and photos to obtain a pool access card.***

***Appointments may be scheduled between 9:30 A.M - 4:30 P.M. Monday's & Thursday's.***

By my signature hereto, I certify that information and statements provided herein are correct. Additionally, by signing below I certify that I have received and reviewed a copy of the 2025 Pool Rules for Prince William County Center Owners Association. I certify also that a copy of the 2025 Pool Rules has been forwarded to my tenant (if applicable).

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Date

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Signature of Owner/Agent

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(Address if different from property address)

Home Phone: \_\_\_\_\_ (OWNER) Work Phone: \_\_\_\_\_ (OWNER)

EMAIL: \_\_\_\_\_ (OWNER) Cell Phone: \_\_\_\_\_ (OWNER)

Phone Number of Tenant (If Applicable) \_\_\_\_\_

EMAIL: (Tenant If Applicable) \_\_\_\_\_

# Prince William County Center Owners Association

## SWIMMING POOL USE RULES – 2025

### SUBJECT TO VIRGINIA GOVERNOR DIRECTION

*The pool is only for the use of Prince William County Center Owners Association (“PWCCOA”) members in good standing and their guests. The following rules are intended to provide a safe and enjoyable environment for PWCC residents and guests. In special circumstances, the Association’s Board of Directors (BOD) may, for good cause shown on its own motion, upon written request, waive, or modify any of these rules. In such case, any modifications will be posted or published to the membership.*

- 1) **Personal Responsibility.** PWCCOA assumes no responsibility for any accident, injury, or personal property loss concerning the use of the pool and is held harmless from any action occurring within the pool area. Upon acceptance of the family and guest pool passes, all persons using the pool do so at their own risk. Every housing unit will be allocated one resident pool access card per person (age 16 or older) for the season. Any homeowner whose account is delinquent will not be eligible for admission to the pool until such time as their account is brought current.
- 2) **Pool Management.** All persons must obey the instructions of the lifeguards. The lifeguards are responsible for enforcement of pool rules and have the authority to deny members’ use of the facility for infraction(s) of the rules. In cases of disagreement with the interpretation of the rules, the lifeguard’s interpretation will prevail until a member of the Association or Management assigned to monitor pool operations is consulted. The Association’s BOD will provide resolution to all concerns/complaints regarding the interpretation/enforcement of the pool rules. **NOTE: Please consider that the lifeguard, who normally is a young adult, is not hired to absorb the anger and/or abuse of users of the pool. Additionally, lifeguards are hired to make sure the safety of each and every person utilizing the pool privileges and will not take the place of adult supervision when young children are in the pool.**
- 3) **Guests.** Each household will be issued a guest pass redeemable for 10 guest admissions for the season. An additional 10 admission guest pass may be purchased for **\$25.00** (payment must be submitted to the management office in the form of a check; cash cannot and will not be accepted by pool guards). Members must escort their guests at all times and are held responsible for their guest’s actions. Please acquaint your guest(s) with these and all posted rules.
- 4) **Hours.** The posted hours are the operating times of the swimming pool. **NO ONE** (including pool staff) will be allowed to use the pool outside of the posted hours. Trespassers/vandals will be prosecuted. The Board of Directors, if appropriate, will hold the person(s) or, if relevant, their parents, financially liable for any monetary loss suffered by the Association.
- 5) **Hygiene.** Swimmers are required to shower before entering the pool area, and after using tanning solutions. Admission shall be refused to any person(s) having infections (i.e., inflamed eyes, colds, nasal or ear discharges, poison ivy, excessive sunburn, open sores, or any other visible communicable condition). Exceptions may be made based on a physician’s certification.
- 6) **Smoking.** Smoking is prohibited anywhere in or around the pool facility.
- 7) **Pets.** Pets are NOT permitted anywhere in or around the pool facility.
- 8) **Behavior.** Lifeguards reserve the right to determine if any pool activity jeopardizes the safety of others and will at all times enforce safety regulations. Disruptive and dangerous behavior, such as (running, wrestling and foul language), is not permitted. Offenders will be asked to leave the pool for that day at the discretion of the lifeguard. All violations will be documented.
- 9) **Pool downtime.** A Ten (10) minute break will be invoked for the last 10 minutes of each hour for purposes of remaining in compliance with the regulations of the Prince William County Health Department. Pool water must be tested and documented daily to avoid a false positive result; the water must be calm. **No swimmers of any age will be allowed in the pool during this time including wading pool.**
- 10) **Food Consumption.**

- a. **Snacks and Food Items.** Food must be stored and consumed on the pool deck away from the water. Residents are responsible for cleaning up any debris and/or trash.
- b. **Alcohol Consumption.** Consumption of alcoholic beverages on pool grounds is prohibited at all times (except for Association sanctioned adult activities). Violators will be denied access to the pool area for the remainder of the day. Additionally, any person believed to be intoxicated will be denied access to the pool area.
- c. **Trash.** Members must pick up and deposit trash into receptacles before leaving the pool area.

**11) Pool furniture.** Pool furniture and other pool facilities are for the benefit of all members and are to be shared equitably. Pool furniture may not be reserved. Please be considerate of others.

**12) Play Equipment.**

- a. **Water Wings.** Non-swimmers must use water wings or other personal flotation devices while in main pool under the direct supervision and within arm's reach, of an adult.
- b. **Other Play Equipment.** Soft sponge-like balls and noodles are permitted unless restricted by pool manager on duty due to heavy pool use. Large flotation devices prohibiting full view of the facility are NOT permitted.
- c. **Wheeled Equipment.** Bicycles, scooters, skateboards, and other wheeled recreational items are NOT permitted in pool area.

**13) Radios.** Radios are permitted, provided the volume is maintained at a level that will not be disruptive to others. The pool manager has the discretion to require headphones.

**14) Attire.** Pool users must wear proper bathing attire. Cut-offs, dungarees, etc., will not be permitted. Children that are not toilet trained must wear disposable swim diapers, tight fitting rubber pants, and snug fitting bathing suits. Disposable diapers not designed for swimming are prohibited. Violators of this policy will be asked to leave the pool area. All soiled swim diapers must be changed and disposed of in the designated changing areas and not on the pool deck.

**15) Pool Closures.** The pool may be temporarily closed for the following reasons to include but not limited to:

- a. **Weather conditions.** The pool may be closed due to inclement weather. Swimmers must exit the pool when the lifeguard sees lightning or hears thunder and remain out of the water for up to  $\frac{1}{2}$  hour after the last lightning strike is sighted.
- b. **Equipment Failure.** Operational breakdowns may create a delay in opening of the pool or the temporary closing of the pool.
- c. **Unsanitary Mishaps.** In case of an accident, involving bodily fluids (blood, vomit, urine, feces, etc.) please notify a lifeguard immediately. If it is determined that the mishap will affect the safety of other swimmers, the pool will be closed for a thorough cleaning of the affected area.

In the event of a disagreement with the interpretation of the rules, **the staff/lifeguard's interpretation will prevail until either Management or the Board of Directors is consulted. Management or the Board of Directors will provide resolution to all concerns/complaints regarding the interpretation/enforcement of the pool rules.**

Trespassers/vandals will be prosecuted to the fullest extent of the law. The Board of Director, if appropriate, will hold the person(s) or, if relevant, their parents, financially liable for any damage and monetary loss incurred by the Association.

Violators of the above rules will be asked to leave the pool area. All violations will be documented. Repeat infractions **may result in loss of the individual's pool privileges for the remainder of the pool season.**

**The following rules apply to the areas indicated.**

- 1) Wading Pool.** Wading pool use is only for children six (6) years of age or younger. Adult supervision is required at all times in this area. Play equipment is permitted in the wading pool.
- 2) Main Pool.** Any child wishing to swim in water above their shoulders must pass a swimming test by demonstrating reasonable swimming skills at the lifeguard's request. Any child who does not pass a test needs to be under the direct supervision of an adult. Swimming test guidelines will be determined by pool staff.
- 3) Pool Area.** Children under the age of 16 must be accompanied by and remain in view of an individual (16 years old or older) while in the pool area.