NOTE: In previous years, owners needed to directly apply for pool passes on behalf of their tenant. A manual method (paper forms) was provided for authorization. This was changed to a digital approval process once an app was employed for pool passes.

The process was simplified in 2025, and tenants may apply for pool passes provided they submit proof of residency as part of their application. A copy of the current lease must be provided to verify resident names. This is a change from previous years' application process, when owners had to pass on a digital approval code.

Alternate process method:

In lieu of providing a copy of a lease, the landlord may submit the manual authorization form to the management company. These forms will authorize and identify the designated tenants to the management company but the online / app process still applies to obtain passes. The forms must be updated annually.

If the authorized forms are on file, the normal app process (tenant applies, management company approves, tenant is then able to activate the app) should be streamlined.

Note:
- If you own multiple units, you may want to submit a list of the primary lease holder and their corresponding address.
- As the owner, you are also responsible for instructing your tenants on how to obtain their pool pass and to provide a copy of the current pool regulations. The information is available online on the QHCA.org website.

Pool App Process:

➢ Download the free PoolEntry App, available on the Apple App Store or Google Play Store
➢ Sign in or create a new account (if you don't remember your password; passwords can be reset within the app)
➢ Click on "Apply for Pool Passes" and enter IDXQSI
➢ Provide your contact information and select passes
➢ Provide name/date of birth for each pass holder.
➢ Submit application

Upon submission of your application, the management company will review the information. Reviews typically take 1-2 business days. After your application is approved, you will receive an email notification that your pool pass is ready for download. To activate your pool passes please follow these steps:

➢ Open the PoolEntry App on your phone
➢ Click the "Activate" button on each pool pass
➢ Click on the circular icon to upload your photo; you may select a photo from the gallery or upload a new one
➢ Confirm your first/last names and date of birth
➢ Click Activate; scroll left or right between passes to activate

Only one PoolEntry account is needed per family. All family members have access to pool passes associated with the family account using any mobile device; this allows one family member to check in all family members. All family members can download and activate passes on multiple devices. Family members' passes can be viewed by scrolling left or right on your phone. Only those persons listed on the pool application will be allowed entry into the pool area.

QUAKER HILL COMMUNITY ASSOCIATION
LETTER OF PERMISSION – POOL PRIVILEGES

DATE:

FROM: NAME:

            QUAKER HILL ADDRESS:

TO: Quaker Hill Community Association

RE: Permission for tenant to use pool facilities

In accordance with Policy Resolution No. 10 of the Quaker Hill Community Association, I give permission for my tenant(s):

      Name:

      Address:

and members of his/her immediate household to register for and use Quaker Hill community facilities. By registering, my tenant and the members of his/her household understand that they are bound by the Rules and Regulations governing those facilities.

I understand that my homeowner's assessments must be paid in full for my tenants and the members of his/her household to register for and use the community facilities. I further understand that, while I lease my residence unit at Quaker Hill, I am not entitled to use the community facilities.

Signature of owner:

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