

# MURPHY CREEK METROPOLITAN DISTRICT NO 3

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Dear Murphy Creek Metropolitan District Homeowners:

The pool will be opening for the season on Saturday, May 25, 2019 and closing on Monday, September 2, 2019.

## Community Pool

Location: 23801 E. Florida Ave. (to the north of the tennis courts).

## New Pool Hours

The pool hours are 10:00 a.m. – 8:00 p.m. Lifeguards will not be on duty prior to 4:00 pm from August 7, 2019 through September 2, 2019, Monday-Friday. During this “unguarded time”, all users of the pool do so at their own and sole risk.

## Access Forms

We want to remind you that failing to submit all the required forms will prevent you from gaining access to the recreation facilities for the summer months. All owners are required to complete the pool packet in 2019. Going forward only new owners and owners with changes will be required to complete a pool packet. Please read through all the forms carefully before sending items in. Please see instructions on filling out the forms below:

## RE-ACTIVATION OF YOUR EXISTING CARDS

(1) Fill out the CARD REQUEST FORM.

- To find your card number, the bottom right corner of the card AFTER the dash has the numbers: P26A19466-12399, the “12399” is your card number. Make sure you list ALL cards; cards not listed will not be activated.
- Any owner wishing to re-activate or provide access cards to their renters/tenants, babysitters or caregivers that are over the age of 18 or to their adult children (collectively, “Additional Users”) must list those individuals on the CARD REQUEST FORM. Re-activation is FREE of charge. Since it is free, please feel free to email the executed forms to: [renee@cchoapro.com](mailto:renee@cchoapro.com) or fax them into the office at: (303) 693-8803.

## PURCHASING NEW CARDS, REPLACEMENT CARDS OR ADDING A CARD TO AN EXISTING ACCOUNT

(1) Fill out the CARD REQUEST FORM.

- (2) Make payment, either send a check or money order, made payable to “Murphy Creek Metropolitan District No. 3”, and send it in with your completed forms.
- For each minor (defined as between the ages of 14 and 17) that you request a card for, you will need to purchase a card(s).
  - Have a picture taken for each member (14 and older) during registration onsite hours (see below for schedule). If unable to attend onsite registration, Cherry Creek HOA Professionals between the hours of 9:00 am – 4:00 pm, by appointment only, [renee@cchoapro.com](mailto:renee@cchoapro.com) or (303) 693-2118.

## Pre-Registration

We encourage owners to pre-register by sending in packets (email, mail, fax, drop-off at Cherry Creek HOA office) prior to registration day to allow us to enter your information ahead of time. *This will reduce your wait time significantly on registration day.* There will be a Fastrack line for pre-registered members for photos and access card/ wristband pick up.

- Drop-off/ Mail: Cherry Creek HOA Office, 14901 E Hampden Avenue, Suite 320, Aurora, Co 80014. (Drop off only. Cards will NOT be issued prior to registration day). Wednesday, May 8, 2019- May 17, 2019 from 9:00 am – 4:00 pm
- Email: [renee@cchoapro.com](mailto:renee@cchoapro.com)
- Fax: (303) 693-8803

# MURPHY CREEK METROPOLITAN DISTRICT NO 3

## Registration Onsite

Community Clubhouse: 23801 E. Florida Ave.

- Monday, May 20, 2019 from 7:30 am- 11:30 am
- Tuesday, May 21, 2019 from 12:00 pm- 4:00 pm
- Wednesday, May 22, 2019 from 4:00 pm – 8:00 pm

Payment will be accepted by check or money order only. \*Cash will not be accepted.

Please note that it can take 7-10 days to get a new card and up to 3-5 days to reactivate an existing card, if not longer. With this said, please be sure to get your requests in as soon as possible. If you have any concerns regarding the pool, please contact the District Manager immediately. Elizabeth Hubbard, [Ehubbard@cchoapro.com](mailto:Ehubbard@cchoapro.com), (303) 693-2118

## Tennis Courts: Located off Florida Ave. & Old Tom Morris Rd. (South of the Community Pool).

The tennis courts are open year-round from dawn to dusk, on a first-come, first-serve basis. The tennis courts are for the private use and enjoyment of the community only. The access cards that you receive provide you access to the tennis courts year-round. To gain access to the parking lot abutting the courts in the off season you will need to have an activated access card.

## Parks & Tot Lots The tot lots are located in several areas throughout the community.

Homestead Park that is located East of the clubhouse and K-8 school is owned and maintained by the City of Aurora.

The parks and tot lots are open year-round from dawn – dusk, on a first-come, first-serve basis. The District does not rent the tot lots for any private functions. You will need to contact the City about renting Homestead Park or any of its areas.

## Clubhouse

The clubhouse is available for rental by residents. The forms and instructions are on the community website ([mymurphycreek.com](http://mymurphycreek.com)). The pool is not available for rental.

The Districts' Boards have contracted with Front Range Recreation again this year as the service provider for the pool season. Front Range Recreation is responsible for the day-to-day operations of our pools and will be providing lifeguards Monday thru Sunday during pool hours. The lifeguards will be responsible for maintaining and stocking the facility, cleaning, monitoring and checking homeowners daily, along with standard lifeguard duties. Please make sure you bring your access card/wristband as you will not be permitted into the facility without it. Please remember you need to be in good standing with the District to use the amenities. Accounts 90+ days delinquent will have all access suspended until it is brought current. Compliance with the Rules and Regulations concerning the amenities (pool, clubhouse, and tennis courts) is required to maintain access and may be found by visiting the community website at [mymurphycreek.com](http://mymurphycreek.com). Please note, the Pool Rules and Regulations have been revised are included in the pool packet. Front Range Recreation will also provide swim lessons for homeowners if there is enough interest in the community. To sign up or for more information please email them at [Office@frontrangerecreation.com](mailto:Office@frontrangerecreation.com), call 303.617.0221, or go to their website at [www.frontrangerecreation.com](http://www.frontrangerecreation.com).

# MURPHY CREEK METROPOLITAN DISTRICT NO 3

## FREQUENTLY ASKED QUESTIONS ON FILLING OUT POOL FORMS

(NOTE: THESE FAQs ARE SPECIFIC TO FILLING OUT POOL FORMS AND ARE BASED ON AND CONSISTENT WITH THE POLICIES OF THE DISTRICTS SET FORTH IN THE DISTRICT POOL RULES AND REGULATIONS AS ADOPTED BY THE BOARDS. THE RULES AND REGULATIONS CAN BE FOUND BY VISITING THE COMMUNITY WEBSITE AT [MYMURPHYCREEK.COM](http://MYMURPHYCREEK.COM)

### **Why do I have to fill out the forms every year?**

*Only residents, property owners, and members of the public who pay recreational fees to Murphy Creek Metropolitan District No. 3, and their guests, can use the pool. The District needs to have an accurate list of individuals each year who are allowed to access the pool. Therefore, in 2019 we require re-activation of existing cards or a new card request form to be completed. Going forward, only new card request forms or changes will be required.*

### **What is the wristband and how do I change to it?**

*The wristband is a waterproof, one size fits all, access band that can be worn on the wrist. You can swap out your access card to the wristband for \$5.00. Just submit a Card Request Form.*

### **I filled out my forms and went to the pool and my card still does not work, what do I do?**

*Please allow 3-5 business days from when our office has received your forms to have activated your cards. If it has been more than 5 business days and they still don't work, please contact our office at (303) 693-2118. Your card may not be working due to one of these reasons: the forms were lost via mail/fax and were not received, the forms were not filled out correctly and were sent back to you, you may be delinquent on your account, or your actual card may be broken.*

### **Where can I send in my forms/buy cards?**

*Mail to: Murphy Creek Metro District No. 3, c/o: Pool Access, 14901 E Hampden Avenue, Suite 320, Aurora, CO 80014.*

*Bring them into our office at: 14901 E Hampden Avenue, Suite 320, Aurora, CO 80014.*

*For Re-activation Only: Fax to: (303) 693-8003, or Email to: [renee@cchoapros.com](mailto:renee@cchoapros.com)*

### **What if I don't fill out my forms correctly or forget information?**

*If your forms are not filled out completely and correctly, they will be mailed back to you with instructions on what needs to be fixed. You will need to make those corrections and send all forms back in together.*

### **What does re-activating my cards cost?**

*It is free of charge! If you are only re-activating existing cards you may fax all completed forms in to: (303) 693-8803 or email them to [renee@cchoapros.com](mailto:renee@cchoapros.com).*

### **Can I email or fax my packet if I need to purchase a card or wristband?**

*Yes, you will need to bring the original packet with payment on registration day.*

### **How can I find my card number?**

*Your card # is after the dash, for example, you will see P26A19466-12345 on your card, and the "12345" is your card number. Make sure you list ALL cards; cards not listed will not be activated.*

### **What if I have an 18-year-old adult child that has an existing minor card?**

*On the forms, please sign up your 18-year-old as an "Additional User", mail the old "Minor" card in with your forms (should have "Minor" written on it), and we will send them a new card free of charge. You may also bring it to registration day for an exchange.*

### **Can I buy my cards with cash?**

*No, due to liability reasons, cash is not accepted and will be returned.*

### **What if my minor has an existing photo on file?**

*You will need to have a new photo taken each year by management.*

### **What do I do if I have renters in my house that want to use the pool?**

*Fill out your property owner information on the Card Request Form. The renters must be listed as "Additional Users" on the Card Request Form or they will not have access to the amenities.*

## **MURPHY CREEK METROPOLITAN DISTRICT NO 3**

### **How can I set-up my babysitter/nanny to take my kids to the pool?**

*Fill out your homeowner information on the Card Request Form; they must be listed as "Additional Users" on the Card Request Form.*

### **Who do I write my check/money order out to?**

*Murphy Creek Metro District No. 3*

# MURPHY CREEK METROPOLITAN DISTRICT NO 3

## CARD REQUEST FORM

Property Owner(s) (**please print**): \_\_\_\_\_

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

Out-of-District Address: (If Applicable): \_\_\_\_\_

Email: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Additional Users\*: (Must be over 18 years old, renters/tenants, babysitters, caregivers and adult children only)

\_\_\_\_\_

Reactivation Card Numbers: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Reactivation is free of charge.**

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**CARD REQUESTS:** for all new cards, replacement cards, or adding on additional cards requests.

New Access Card	\$5.00 each card	Qty.	
Replacement Card	\$5.00 each card replaced	Qty.	
New Water Proof Wristband	\$5.00 each wristband	Qty.	
Exchange Card for Wristband	\$5.00 each wristband	Qty.	
		Total Amount Due:	

**\*\*\*CASH WILL NOT BE ACCEPTED AND WILL BE RETURNED\*\*\***

**ALL CHECKS & MONEY ORDERS MAKE PAYABLE TO: MURPHY CREEK METRO DISTRICT NO 3**

**PLEASE SEND FORMS AND PAYMENT TOGETHER TO:**

MAIL TO: Murphy Creek Metro District No. 3, c/o: Pool Access, 14901 E Hampden Avenue, Suite 320, Aurora, CO 80014.

FAX TO: (303) 693-8803

E-MAIL TO: [renee@cchoapro.com](mailto:renee@cchoapro.com)

BRING INTO THE OFFICE: Cherry Creek HOA Professionals, 14901 E Hampden Avenue, Suite 320, Aurora, CO 80014.

**FOR OFFICE USE ONLY:**

All Item Received: Y or N	If Not: Date Returned to Owner:
DATE RECEIVED:	
PROCESSED BY:	
CHECK/MONEY ORDER:	
DATE ACTIVATED:	

# MURPHY CREEK METROPOLITAN DISTRICT NO 3

## MINOR RELEASE FORM

**MINOR CARD ACCESS REQUIREMENTS:** Please read before completing form.

- A “Minor” is a child between the ages of 14-17 years old. Any children under the age of 14 do not need to be listed on the forms.
- A Minor card/wristband is separate from a regular access card and will be assigned to your minor. You must purchase EACH minor card/wristband requested. (i.e., You list 3 minor children; you will need to purchase 3 minor cards/ wristbands.)
- **ALL AUTHORIZED MINORS MUST HAVE A PHOTO TAKEN EACH YEAR**

I, \_\_\_\_\_ (Name of Parent/Legal Guardian) hereby affirm that I am the parent or legal guardian of the following minors between the ages of 14 and 17:

Name: (Please Print)	Date of Birth:	Age:	Pool:	Tennis:	Picture: (Office)

As the parent or legal guardian of the above-listed minor(s), I hereby authorize their use of the Recreation Amenities of the Murphy Creek Metropolitan District No 3 without my presence and without the presence of another parent or legal guardian (**check all facilities that are authorized for use by the minor(s)**) in the chart above:

I further authorize minor(s) between the ages of 16 and 17 to supervise, chaperone, and monitor other minors including guests, in the pool area, without my presence and without the presence of another parent or legal guardian. (**check yes or no**):

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **List name(s) of minor(s) authorized to supervise:** \_\_\_\_\_

In making such authorizations, I acknowledge and agree to any activities engaged in at the indicated facilities by said minor will be wholly unsupervised by a lifeguard or other attendant and shall be at the minor’s sole and unilateral risk. Furthermore, I acknowledge and accept all liability for property damage and bodily injury caused by said authorized minor(s), or occurring directly or indirectly, in connection with unsupervised use of the Recreation Amenities by authorized minor and, if applicable, any authorized supervision of other minors, and hereby agree to release, indemnify, defend and hold harmless the Districts, their directors, officers, employees, agents and/or subcontractors with respect to any and all actions, liabilities, suits, and/or claims related the same.

I acknowledge that from **August 7, 2019 to September 2, 2019**, lifeguards will not be on duty prior to 4:00 pm, Monday through Friday, and that all users of the pool during this “**unguarded time**”, including the minors listed in this release, utilize the pool at their own risk.

It is agreed and understood that Pool privileges will be suspended if the rules and regulations are not adhered to. Pool privileges may be suspended up to 48 hours, or longer periods for serious or repeat violations, for infractions of pool rules and/or regulations.

By: \_\_\_\_\_ (Signature of Parent or Legal Guardian) Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

# MURPHY CREEK METROPOLITAN DISTRICT NO 3

## Murphy Creek Metropolitan Pool Rules and Regulations

**POOL HOURS** – Regular hours will be from 10:00 a.m. to 8:00 p.m. Memorial Day weekend through Labor Day. The Pool may be closed due to inclement weather at the sole discretion of the Lifeguard and/or the District Manager. Lifeguards may deny use of the pool to anyone who does not comply with these rules and regulations. Additional rules may be implemented without written notice at the discretion of the Board of Directors.

**ACCESS** – Murphy Creek Metropolitan District No. 3 residents, homeowners, recreational fee payers, and their guests, must have a valid key card to gain access into the facility. Sign-in with the Pool Staff as you arrive. Homeowners and their guest will not be allowed entrance without a valid key card! Pool staff may periodically validate authorization through registration forms. Access to the pool may also be denied for homeowners who are delinquent on payment of District fees.

1. Proper swim attire required – swim suits only. No cutoffs may be worn into the pool. Children not toilet trained must wear a swim diaper while in the pools. No plastic diapers are permitted.
2. The pool and the clubhouse deck are for the exclusive use of Murphy Creek Metropolitan District No. 3 residents, property owners, and members of the public who pay recreational fees. Murphy Creek Metropolitan District No. 3 residents and taxpayers paid for this pool with their property taxes and fees. If you suspect unauthorized use of the pool by a non-resident without paying recreational fees, please bring it to the attention of the Pool Management company.
3. Children under 14 must be accompanied by a parent or responsible caregiver 18 years of age or older.
4. Limit of five (5) guests per household, per day.
5. During regular pool hours, the pool will be cleared every hour for a 15-minute period (adult Swim). Adults 18 years and over ONLY will be permitted to swim. An adult may take one non-swimming child 3 years or under into the water but must remain in DIRECT CONTACT with the child.
6. No running, shouting, or rowdiness in or around the pool area including the showers and restroom area. No dunking in the pool. Only balls intended for water use are allowed, no hard balls.
7. Water rings, waist rings and noodles may be used by non-swimming children in direct contact with their supervising adult. For safety reasons, all large flotation devices and rafts are prohibited.
8. Alcohol and drugs are not permitted on the premises. Any violations will result in suspension of pool privileges. Including but not limited to vapes, marijuana, e-cigarettes, smoking and/or tobacco.
9. Trash must be disposed of in waste receptacles. Food/gum is not permitted in or near the swimming pool.
10. Foul, abusive or excessively loud language will not be permitted and may result in suspension of pool privileges.
11. Music must be played at an appropriate volume and not be offensive to others. Discretion of the lifeguards.
12. For the safety of our residents, absolutely NO GLASS CONTAINERS are allowed within the fenced pool area.
13. Murphy Creek Metropolitan District or staff is not responsible for any loss or theft of personal belongings.
14. Pets are not permitted inside pool fence or to be tethered unattended in recreation area.
15. Diving is prohibited. The depth of the pool does not accommodate diving of any kind.
16. Scooters, bikes, skateboards, etc. will not be allowed in the pool area.
17. The wader pool is for the use of children 5 and under. No Lifeguard is provided for the wader pool. For the safety of all, children, an adult must always be present when in the wader pool. Pool furniture needs to remain on the pool deck and not drug into the pool.
18. No person having an infectious or communicable disease or open wound is permitted in the pool.
19. Pool privileges will be suspended if the above rules and regulations are not adhered to. Pool privileges may be suspended up to 48 hours, or longer periods for serious or repeat violations, for infractions of pool rules and/or regulations.