



April 1, 2021

Dear Owner / Resident,

Pool season is on its way and the Sully Station II Management team is ready! We are excited to announce that a new pool system will be implemented this year! We are saying goodbye to physical pool passes and going digital using a website called CellBadge. Our registration and check in process will now be done online allowing for a no-contact and simplified process for residents, lifeguards, and the Association.

We are updating our pool opening plan to be current with state guidelines. The pool opening plan will be shared with the community via email blast, posted on the Sully Station II CellBadge pool website, and the Connect Resident Portal once it has been approved.

Our Sully Station II CellBadge website will also show real time pool usage data to allow us to better monitor the pool use.

Since this is a brand-new pool pass management system that we are putting in place for 2021, **all residents will need to register for the pool regardless of previously being issued pool passes.**

The registration process will require four steps. Three of the four steps to complete pool registration will need to be done online prior to meeting with Management for photos.

First step: One (1) official Owner or registered Tenant in the household will need to **request access online** at <https://www.cellbadge.com/sullystation2/register> by completing the **Initial Add Request** located on the left-hand side of the website.

Not Approved Yet? You need to register.

Initial Add Request One Time Only

Once you are approved, you do not need to do this again. ADMIN will need to approve your request to be added. Once they approve your request, you will get an email and text. Then you come back to this page and follow the instructions on the right side of the page.

Household Last Name:	<input type="text"/>
Find Your Address:	<input type="text" value="Start Typing..."/> <input type="button" value="Q"/>
Street Address:	<input type="text"/>
Mobile:	<input type="text" value="999999999"/>
Email Address:	<input type="text"/>
Emergency Phone:	<input type="text" value="999999999"/>
	<small>Can match Mobile number</small>
	<input type="button" value="Request Access"/>

To complete the request for access you will need to provide your primary household last name, your Sully Station II address, phone number and email address.

Your request will be reviewed and verified by Management when received. If the information provided is verified, you will receive a confirmation email advising you to proceed to the second step. If additional information is required, you will be notified of the documentation needed to complete the request.

If you are a **Tenant** requesting access, we will need:

- A current copy of your lease on file.
- A completed [Homeowner Transfer of Facilities Privileges to Tenant](#) form.

Second step: Follow the link provided in your confirmation notification. For security purposes you will need to request a single use PIN using the same email address and mobile phone number provided in the first step.

Registered Previously or Approved

Enter or Update Household Members

For security purposes, you need to enter your email or mobile number to request a **single use PIN**. This PIN will be sent to you via email and text and you will be automatically directed to the page to enter the PIN. Once you enter the PIN, you will be at the page to enter all your household members. **Don't forget to add yourself.** You can also update or make changes here as well. Once you log in, the PIN number is no longer valid and if you exit from the page, you will need to go back and request another PIN to log in again.

Email Address:

Mobile:

The PIN will be sent to you via email and text message, and you will be automatically directed to the page to enter the PIN.

Received your PIN? Enter it here.

PIN Verification

Enter it below to get to your registration form.

PIN:

Third Step: After you enter the PIN successfully, you will then be directed to the page to enter all your household members. **Please do not forget to add yourself as a household member. Do not add anyone not living in the home as they are considered guests.**

Household Information

Please verify and complete the form below:

Last Name:

Address:

Primary Mobile:

Primary Email:

Emergency Phone:

Can match Mobile number

Household Members

Please add or modify your household members. **Include yourself!!!**

First Name	Last Name	Relation	Gender	Cell Number	Action
<input type="text" value="Demo"/>	<input type="text" value="Unit"/>	<input type="text" value="Adult"/>	<input type="text" value=""/>	<input type="text" value="7032662020"/>	<input type="button" value=""/>
<input type="button" value="+ Add Member"/>					

By checking this box, you agree to facility rules. [Click here](#) to review facility rules.

To complete registration on this page you will need to read and agree to [Policy Resolution No. 11, Swimming Pool Rules](#).

Your request will be reviewed by Management when received.

Fourth Step: Once you receive notification that your registration has been accepted and that the community **will require additional steps to complete the registration process**, please contact Management at 703-266-2020 or office@sully2.com to schedule an appointment to have photos taken of all the registered household members over the age of five (5). Please be sure to bring legal photo identification when you come to the office for photo (s). **Your pool registration will not be valid until you have a photo taken.**

Please note that you must complete **all three steps** prior to coming to the pool to swim this season. **Pool passes from previous seasons will not be accepted.**

If you do not have access to the internet or a smart device, please schedule an appointment with Management to get registered for the season. If you have a question or need further assistance, please contact Management at office@sully2.com.

Please monitor your email for more information to follow on pool opening procedures this season.

Sincerely,

Rebecca Winchester, CMCA®, AMS®
General Manager