

POOL PHOTO PROCESS DURING STAY AT HOME ORDER

Submit Your Photos Electronically

As you are aware, the HOA has been urging residents to register their household members within the new pool system prior to the pools opening. In order to comply with the Governor's Stay at Home Order in place until June 10th, we have worked with the software developers to establish an alternative method to import photos without requiring residents to come to the Nature Center. This is an interim solution and we appreciate your patience as we make our way through these unprecedented times. With photos being the final step to complete your registration, we encourage you to take advantage of this time to avoid delays during the pool season.

HOW WILL THIS WORK?

1. Once you have added all household members aged 5 and older to your [Cellbadge pool account](#), please email an **acceptable*** photo (jpg or png format) of each member in your household to info@broadlandshoa.com. New headshots may be used, or you may scan or take a picture of an existing ID/photo.
2. The email **Subject line** must be written as: **pool photos – Registered Last Name (i.e. pool photos – Smith)**
3. **IMPORTANT:** Each photo file name must have the following naming convention: **address.firstname (i.e. 42001Ridgeway.Susan).**
4. All names must correspond with the registered names in your Cellbadge pool account so they can be imported to the proper record.
5. **Photos received that are not in the proper format will be rejected.**

WHAT ARE ACCEPTABLE* PHOTOS? *(copy of valid ID's or current headshots only)*

- Adults aged 18 and over are required to show proof of residency, so emailing a **copy of a driver's license would be sufficient**. HOA staff will only need to see the address, picture, name and date of birth on these ID's. For security reasons, ID numbers and any other information may be crossed out prior to emailing.
- If an adult's license does not reflect the registered Broadlands address, then additional documentation should be emailed along with your photo showing proof of residency. Acceptable documents would be settlement papers, utility bills or a change of address card.
- For children aged 5 and older, please email a current headshot. For teens, a copy of their driver's license/permit may be emailed.
- Photos for children aged 4 and under are not required.

If you have questions or concerns regarding this process, please contact the HOA office at info@broadlandshoa.com or 703-729-9704.