



BROADLANDS

Association, Inc.

New Owner Welcome Packet

Dear Homeowner,

WELCOME TO THE NEIGHBORHOOD! Broadlands Association, Inc. is responsible for overseeing all the common elements within the community, including the pools, Community Center, Fitness Center, walking trails, tennis courts, and social events for the 3,800+ residences within Broadlands. The Broadlands management staff looks forward to providing you with the services needed to ensure a pleasant living environment. Community living can be both a challenging and rewarding experience. To be successful, the Association requires individual input and group cooperation. Your active participation and voluntary contribution of your time to your community are most welcome and will assist in developing the high-quality living standards and services you desire. To learn more about how your community is run, consider attending a Board of Directors meeting, which is generally held at the Broadlands Clubhouse, located at 43360 Rickenbacker Square, on the 2nd Tuesday of the month at 6:00 pm. Please check the website if the meeting will be held virtually.

Within the enclosed welcome packet, you will find valuable information about our community including how to stay up to date on important HOA news and amazing events through our various platforms: *The Broadlands Blast*, *Our Neck of the Woods Newsletter*, and the HOA website, *Broadlandshoa.org*. Be sure to follow Broadlands Events on Facebook and Instagram.

Upon your review, please direct any questions, comments, or concerns to the HOA office at info@broadlandshoa.com or 703-729-9704. Our hours of operation are Monday through Friday from 9:00 am to 5:00 pm. In-person visits are by appointment only. The HOA Office is located at 21907 Claiborne Parkway, Broadlands, Virginia 20148.

Again, welcome to Broadlands!

Sarah E. Gerstein, CMCA®, AMS®, LSM®, PCAM®

General Manager

Broadlands Association, Inc.



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This packet contains a general overview of Broadlands Association. Please be sure to visit our website at Broadlandshoa.org for details and to find answers to most questions related to our community. If you still need assistance, please contact the HOA office at info@broadlandshoa.com or call 703-729-9704.



HOA ASSESSMENTS AND FIRSTSERVICE RESIDENTIAL

FirstService Residential is the financial management agent for our homeowner's association. Monthly assessment fees are collected to pay for your community's contractual services, such as common grounds maintenance, repairs, and trash removal. If you have not already received a coupon book or a billing statement, you should receive one soon to be used for the payment of your assessment.

Assessment Inquiries

FirstService Residential, Assessment Information Office

Phone: 703-385-1133 ♦ Fax: 703-591-5785 ♦ ar.dcmetro@fsresidential.com ♦ fsresidential.com

How to Pay Monthly Assessments

Pay Your Dues Online through **ClickPay using one of the following methods:**

- Pay for FREE by e-Check
- Set Up Automatic Payments
- Pay by Credit/Debit Card (Fees apply)
- Pay from Your Phone or Tablet!

Assessment Payment Address:

Broadlands Association, Inc.
c/o FirstService Residential
P.O. Box 30403
Tampa, FL 33630-3403

Payments are NOT accepted at the HOA office in Broadlands

Sign up for automatic payments through ClickPay, please visit www.ClickPay.com/FirstService and create your account using the account number on your statement or coupon. Questions? 1.888.354.0135 (option 1). To locate your account number, please contact ar.dcmetro@fsresidential.com or 703-385-1133.

FSRConnect is a website that allows owners to access important information about their accounts. The website for registration and access is dcmetro.fsrconnect.com. Renters should submit their name and address to register@fsresidential.com. Owners will need to enter their account number, which can be found on their monthly pay stubs.

Renting your property? If you are an absentee owner, please inform FirstService Residential of your new (billing) address and provide your tenant's information. The owner must make address changes in writing. Name changes require the submission of legal documentation. Additionally, please submit an **Absentee Owner Statement** form on behalf of your tenants if you wish to transfer your access to our amenities to your tenants.

To order **Resale Documents**, please call 703-385-1133 or visit www.fsresidential.com/washington-dc/resale-and-lender-documents. Please be sure that you get confirmation that you have entered all the required components of the order and that it is complete. You then will have the ability to track your order.



TRASH REMOVAL AND RECYCLING

Patriot Disposal, Inc. provides residents with trash removal and recycling services. **All trash must be stored in a container with a lid. Using trash bags without a container is not permitted per the Loudoun County Ordinance.** If your property did not come with receptacles or you wish to order larger or additional toters as applicable, please contact Patriot Disposal at 703-257-7100.

Weekly Pick-Up Schedule:

Trash: Monday & Thursday

Recycling: Thursday

Yard Waste: Mondays

Bulk items: Call Patriot Disposal to schedule / fees may apply

Containers may be placed at your curbside after 6:00 pm the evening before your pickup day but must be placed out no later than 6:00 am on pickup days to ensure removal. It is a violation of our covenants to leave or store your trash/recycling bins in public view if it is NOT a pickup day. Please review our website at broadlandshoa.org/trash-and-recycling for details.

RESIDENTIAL MODIFICATIONS

All exterior modifications or alterations to the outside of your home require submission of an architectural modification form. The Association's Modifications Subcommittee must approve your application before any work commences on your property. Robin Crews is the Secretary to the Modifications Subcommittee and can assist you in preparing your application. She can be reached at 703-729-9704 or by email at rcrews@broadlandshoa.com. Enclosed is a Modifications Application for your convenience. You may also visit our website for HOA Design Guidelines and applications at broadlandshoa.org/design-guidelines.

STAYING CONNECTED

- ▶ **Broadlandshoa.org:** Offers a wide variety of both HOA and local community information.
- ▶ **Broadlands Newsletter:** Monthly publication that is mailed to each residence which contains important HOA news, community events, and interest articles for residents. Archives are also available on the website. If you would like to receive electronic copies only, please email OptOut@broadlandshoa.com and provide your name and address.
- ▶ **Broadlands Blast:** Sign up through our website at broadlandshoa.org and get up-to-date community news in between monthly newsletters.
- ▶ **Follow us on [Facebook](#) and [Instagram](#) for Broadlands Events posts.**



LANDSCAPED HOMES (certain sections only)

Heritage Landscape Services (HLS) provides limited turf maintenance services to the courtyard homes in *Overland Park* and *Southern Walk*, *Park Glenn Villas*, and *Demott & Silver* townhomes. If you receive landscaping services, your monthly assessment will automatically include fees for these services. For a list of all landscaped properties and HLS's *Scope of Services*, please visit broadlandshoa.org/landscape-services. **IMPORTANT:** Please submit your name, email(s), and address to landscape@broadlandshoa.com to receive notices when seasonal services occur or any changes to the services or schedule.

FITNESS CENTER

Broadlands offers a fitness center at the clubhouse, located at 43360 Rickenbacker Square. Access cards are available for purchase at \$25 each to obtain access to this facility. **Enclosed is the fitness center policy and agreement for use.** This application may be returned with payment to the HOA office for access to the Fitness Center.

POOLS

There are three pools available for our residents' summer enjoyment. The pools open on the Saturday of Memorial Day weekend and close on Labor Day Monday. Pool Registration is required for all individuals aged 5 and up to gain admittance. Register online, anytime throughout the year at cellbadge.com/broadlands/register. Detailed pool information can be found on our website at broadlandshoa.org/amenities/pool and in our newsletter during the season. You may also contact the HOA office for more information at 703-729-9704 or pools@broadlandshoa.com.

COMMUNITY CENTER

The Community Center is located at 43004 Waxpool Road and is available for rental by Broadlands residents for private parties as well as for-profit and non-profit organizations. Please see the website or contact the HOA office for more information, including photographs of the facility and pricing structure.

COMMUNITY EVENTS

Broadlands is delighted to host a wide variety of events, so you'll find something for everyone to enjoy. Our Events Committee organizes events such as Wine Pairings, Spring Eggstravaganza, Summer Celebration, Halloween Parties, and Visit with Santa. The Broadlands Live! Committee hosts a live concert series on the Hillside Park lawn during the summer where you can bring your own drinks and enjoy live music from local bands, all at no cost. These events are run by our resident volunteers. Please review the Committee and Volunteer Opportunities section below and consider donating a portion of your time to help make these events a success.



COMMITTEES AND VOLUNTEER OPPORTUNITIES

We have several committees that serve the Broadlands Community. Upon review of the following committees, please consider becoming a volunteer by using the enclosed Committee Interest Form and returning it to the HOA office.

- ▶ **Broadlands Live:** Broadlands Live is a not-for-profit event run by the Broadlands Live Committee. All funding is provided by the HOA and generous sponsors and food vendors. Concerts are held the second Friday of each month – May through August – from 5:30 pm to 9:30 pm at Hillside Park. Details on concert dates and performers can be found on the Band Calendar on the Broadlands Live website at www.broadlandlive.com. The Committee starts working on the summer series in January but can use help with planning as well as the day of event setup and cleanup.
- ▶ **Events Committee:** The Events Committee organizes a wide variety of events for Broadlands residents. These include the Spring Eggstravaganza, Halloween festivities, Summer Carnival, Visit with Santa, and more! They are always looking for volunteers to help organize or work at these events.
- ▶ **Modifications Subcommittee:** The Modifications Subcommittee meets to review and approve submissions of residential modifications. The committee meets on the first and third Wednesdays from March through October and the third Wednesday only from November through February. Meetings are held at 7:00 pm at the Nature Center.
- ▶ **Racquet Sports Committee:** The Tennis Committee is responsible for providing input on the tennis courts and working with the tennis pro to develop programs to suit residential needs.
- ▶ **Technology Committee:** The Technology Committee is responsible for the design and maintenance of the Broadlands HOA website. The Committee includes web designers, graphic designers, content managers, database administrators, programmers, and web hobbyists. Membership is open to anyone who would like to help work on the design and content of the site or help with programs or seminars on computer hardware, software, or usage for residents. The Committee meets on the third Wednesday of each month at 7:30 pm at the Nature Center.
- ▶ **Terracycle Committee:** This committee helps run a recycling initiative that helps the Broadlands community eliminate waste through a partnership with TerraCycle.



BROADLANDS ASSOCIATION, INC. **COMMITTEE INTEREST FORM**

The Association is calling on residents to volunteer for the various Association standing committees. If you are interested in serving your community by participating on a committee, please complete this form and email it to info@broadlandshoa.com.

NAME: _____

ADDRESS: _____

PHONE NUMBERS: (____) _____ (____) _____

E-MAIL: _____

I would like to serve on:

- | | |
|--|--|
| <input type="checkbox"/> Broadlands Live! Committee | <input type="checkbox"/> Events Committee |
| <input type="checkbox"/> Modifications Subcommittee | <input type="checkbox"/> Technology Committee |
| <input type="checkbox"/> Racquet Sports Committee | <input type="checkbox"/> Community Outreach Program |
| <input type="checkbox"/> TerraCycle Committee | |

QUALIFICATIONS: (Pertinent Biographical Information/Experience)

AREAS OF INTEREST: (Why would you like to contribute your time to the community?)

ABSENTEE OWNER STATEMENT (AOS) Facilities Use Agreement for Tenants

Email Completed AOS Form & Copy of Lease to info@broadlandshoa.com

Incomplete forms will be denied. Tenants will not be granted access until a completed form and current lease are submitted.

BROADLANDS PROPERTY ADDRESS: _____

ABSENTEE OWNER NAME(S): _____

ABSENTEE OWNER PHONE(S): _____

ABSENTEE OWNER EMAIL(S): _____

ABSENTEE OWNER CURRENT MAILING ADDRESS: _____

IMPORTANT: The absentee owner's current address must match the billing address shown in our management company's records, FirstService Residential's (FSR). Owners must submit a written request to ar.dcmetro@fsresidential.com for changes to contact information such as billing address, phone, or tenant information. Please copy info@broadlandshoa.com when submitting your request, however, the official notification must be made by you directly to FSR. You may also contact FSR at 703-385-1133 for inquiries.

As the Owner of the Broadlands Association property listed above, I agree to relinquish my Broadlands facility privileges to the following tenant(s) named on our lease:

as well as those members of their household who are allowed under the terms of my lease to reside in the household. **A copy of the lease shall be provided to Broadlands Association** as validation of their occupancy during the term of the lease. The current lease agreement is for the following term:

START DATE OF LEASE: _____ EXPIRATION DATE OF LEASE: _____

TENANT PHONE(S): _____

TENANT EMAIL ADDRESS(S): _____

I give permission for my tenant(s) to use the following Broadlands facilities and understand that these Broadlands Amenities will only be issued to either an owner OR a tenant and in NO instance will privileges be granted to both parties (check all that apply):

- ☐ POOLS (Southern Walk, Community, Summerbrooke)
- ☐ FITNESS CENTER (Clubhouse lower level)
- ☐ COMMUNITY CENTER (Paid rentals only)
- ☐ TENNIS COURTS

Only one household account per Broadlands Unit is permitted in the amenities database, therefore, owner accounts will be deleted upon the transfer of privileges to tenants.

I agree to take full responsibility for the actions of my tenants, the members of their household and their guests at all times and will assume full responsibility to Broadlands Association of any costs incurred and/or unpaid by my tenant. I certify that my tenants have read and understood the pool, fitness center, Community Center and Tennis rules, that all persons using these facilities agree to abide by such rules, and that any infractions of the rules may result in suspension of privileges to use Broadlands Association facilities for both my tenants and myself.

ABSENTEE OWNER SIGNATURE: _____ DATE: _____

OFFICE USE

Date Received: _____

Owner Name and Billing Address Verified (FSR): ☐

Notes: _____

BROADLANDS ASSOCIATION, INC.
OWNER – FITNESS CENTER AGREEMENT
Fitness Center Location: 43360 Rickenbacker Square • 5:00am-11:00pm Daily

INSTRUCTIONS: Pay online at broadlandshoa.org/amenities/fitness-center then email this form to info@broadlandshoa.com and, if Fob is selected, make arrangements to pick up.

RECORDED OWNER: _____ **TELEPHONE #:** _____

PROPERTY ADDRESS: _____

EMAIL: _____

The property Owner must apply for Fitness Center access for occupants of the residence. Only Owners in good standing will be granted access. The access fee is \$25.00 per Fob, or if using Bluetooth, \$25 for entire household. Fitness Members may not allow other individuals to use their Fob/Bluetooth to allow others to accompany them into the Fitness Center unless listed below. Additionally, propping the doors or opening doors for individuals asking for access to the facility is prohibited. Failure to comply with all Fitness Center rules will result in suspension of privileges at the discretion of Broadlands Association. If your Fob has been lost or stolen, immediately notify the Broadlands Association office. Owners will be responsible and charged for any damage made to Broadlands Association property by persons entering with that Owner's access Fob.

OCCUPANT NAME(S) (Proof of occupancy required)	*DATE OF BIRTH (13-17 must be with adult member)	SELECT Fob or Bluetooth	MEMBER INITIALS	DATE	Fob # (Office Use Only)

**Parent or legal Guardian who wish for their children ages 13-17 to obtain access to the Fitness Center: By signing this document you are authorizing your child to utilize the Fitness Center and equipment therein. Children must remain under your supervision at all times, and you are assuming all risks as stated below. Children under the age of 13 are prohibited from entering the Fitness Center. All occupants age 18 or older who intend to use the Fitness Center must be listed on a signed fitness form.*

OWNER STATEMENT:

I certify that I am an Owner/Occupant of the above property and the information provided in this Agreement is true and correct as of the date set forth opposite my signature. I further acknowledge my understanding that I will be held financially responsible for any intentional or negligent actions, rule violations, or damage to any Broadlands equipment or property. Any such actions may result in civil liability and/or criminal penalties including, but not limited to, fines, as well as suspension of all Broadlands facility privileges.

WAIVER AND ASSUMPTION OF RISK FOR USE OF FITNESS CENTER:

I, the undersigned, realize that participation in any activity involves risks of injury and/or abnormal responses, including but not limited to, soft tissue or muscle strains/sprains, heat stress, head and spine and related musculoskeletal trauma, abnormal blood pressure, fainting, chest discomfort, heart attack, or even death. I also recognize that there are many other risks of injury, including serious disabling injuries, that may arise due to participation in any activity and that it is not possible to specifically list each and every individual injury risk. I further understand that these injuries and losses might result not only from my actions, but the actions, inactions or negligence of other persons. I also acknowledge and understand that Broadlands Association does not provide security for its Fitness Center and agree that I am responsible for my safety while using the Fitness Center. I assume all risks associated with any injury or loss related to my use of the Fitness Center. I further release, waive, and hold harmless Broadlands Association, Inc. and its officers, directors, employees, agents, and volunteers from all claims by me for any liability, injury, loss, damage in any way related to my use of the Fitness Center. I intend for this waiver and release to also apply to any next of kin, relatives, heirs, beneficiaries or assigns who might pursue any legal action on my behalf or in connection with any injury to me. Any Owner who possesses an access fob may not allow any other individual to use that access fob to gain access to the facility and any violation of this rule will result in a suspension of privileges. I received a copy of the Broadlands Fitness Center Rules and agree to abide by those rules and further agree that my right to use the Fitness Center may be suspended if I violate those rules.

I have read this document carefully and I understand it and am signing it voluntarily. I also certify that as a parent/guardian of any person under the age of 18, I consent to his/her agreement to be bound by each of the terms and conditions of this document.

SIGNATURE: _____ **DATE:** _____

.....
OFFICE USE

Date Received: _____ cash / check # / PayPal _____ \$ _____ Activated ☐

Notes: _____

BROADLANDS FITNESS CENTER

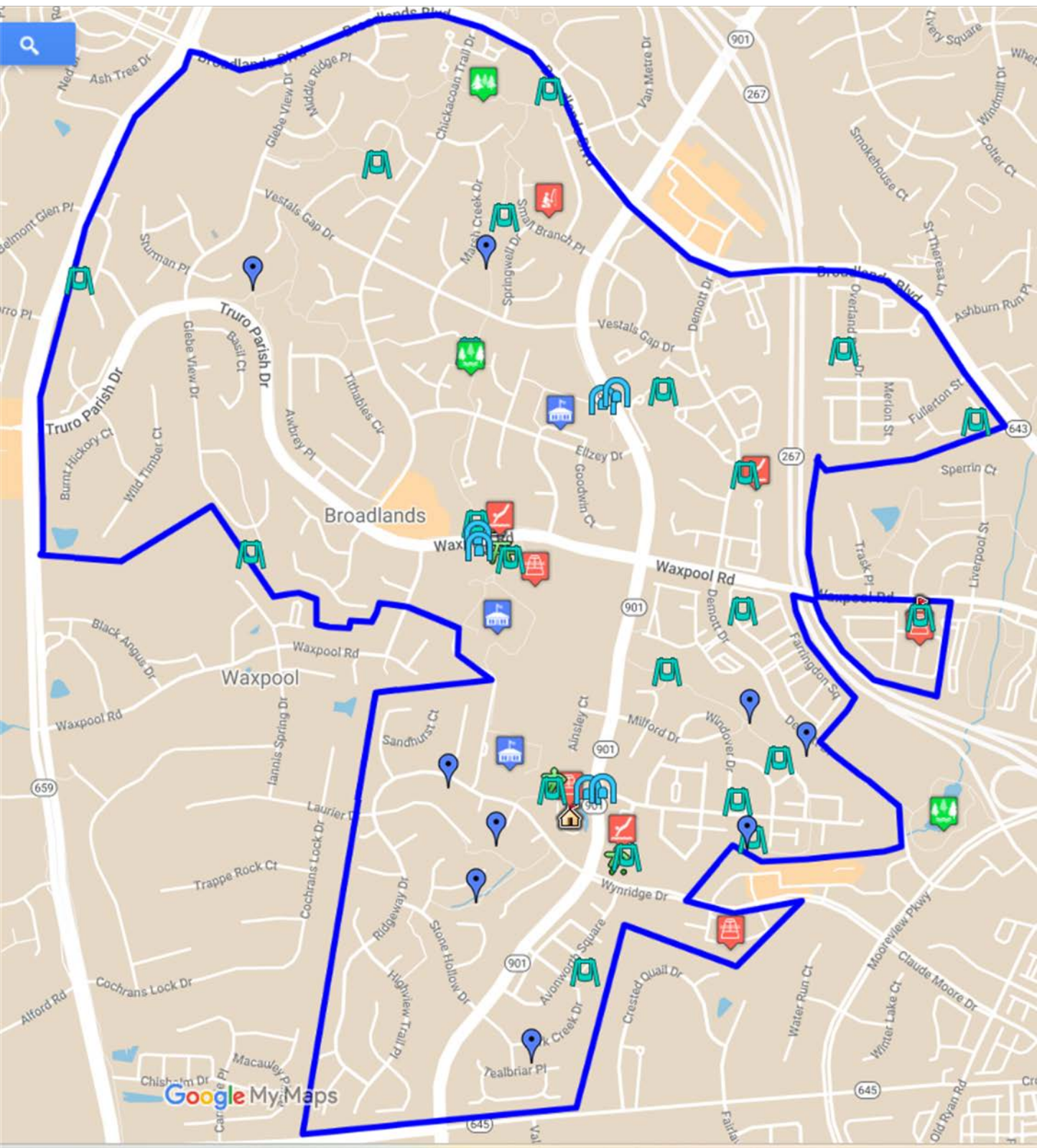
43360 Rickenbacker Sq

RULES & REGULATIONS

1. The Broadlands Fitness Center will be available for resident use from 5:00am-11:00pm / 7 days a week. These hours are subject to change by the Association.
2. Access card holders may not allow other individuals to use their access card for entry into the Fitness Center. This includes unauthorized users who accompany them, non-residents and/or guests. All persons who enter the Fitness Center must have their own access card and shall be authorized users of the Fitness Center. Doors shall not be propped open and members shall not open doors for individuals asking to be let into facility. Members who allow entry to individuals who are not authorized may be subject to suspension of privileges.
3. All persons who utilize the Fitness Center exercise equipment do so at their own risk. Members assume the full risk of loss and responsibility for damage to health from the use of the Fitness Center. Members should consult a physician before using the Fitness Center.
4. Children under the age of 13 are not permitted to enter or use the Fitness Center. Children ages 13 through 17 may utilize the Fitness Center only when accompanied by a parent, legal guardian, or an adult over 21 years of age and who are authorized access card holders. Persons 18 and over with an access card may enter and use the Fitness Center equipment unsupervised.
5. TVs must be muted. Access to TV sound should be by a personal headset.
6. Equipment must be wiped down after use with provided supplies. Members are responsible for disposing of all trash (i.e., water bottles, paper towels, etc.).
7. Talking on cell phones inside the Fitness Center is not permitted. Headphones or earbuds are required when listening to music, videos or any other cell phone or tablet application requiring sound.
8. Appropriate workout attire is required at the Fitness Center such as tee shirts, tank tops, gym shorts, or warm-up pants. Shirts must be worn at all times. Only aerobic or court shoes shall be worn. No open toe or open heeled shoes or sandals are permitted. Swimwear is prohibited.
9. Food, glass bottles, soda cans, tobacco, drugs and alcohol are strictly prohibited.
10. Equipment must be shared:
 - a. No more than 30 minutes on any machine when others are waiting.
 - b. Allow others to “work in” when doing multiple sets.
 - c. Do not rest on equipment between sets.
11. The Fitness Center may not be used for the purpose of “personal training” of other individuals. At no time shall persons bring in “clients” or conduct any personal training, group or health-related business of any kind, without prior written consent of the Association.
12. Residents shall ensure the security of the building while inside the Fitness Center. This includes (but is not limited to) ensuring the front doors are securely closed, locked and not propped open for others to enter, that windows are closed and locked if opened, and lights in the hallways and bathrooms are turned off if they are the last person to leave the Fitness Center.
13. Horseplay, profanity, disruptive conduct and indiscreet behavior are strictly prohibited and are subject to temporary or permanent suspension of Fitness Center privileges.
14. Penalties for violations will be enforced:
 - a. First offense: A written warning will be issued.
 - b. Second offense, or major offense: Suspension of Fitness Center privileges.
15. Violations can be reported to HOA management at 703-729-9704 or info@broadlandshoa.com.

MAP OF BROADLANDS

For details, see broadlandshoa.org/amenities/maps



BROADLANDS

Association, Inc.

Modification Application Submission Procedure

1. Fill out pages 1 and 2 of the following application forms for each project.
2. Review the ***Design Guidelines and Submission Requirements*** for your proposed project(s) which can be found on the website by scrolling down to **GUIDELINES & MODIFICATIONS** and clicking on the applicable modification.
3. Submit completed application(s) AND all requested submission requirements. Failure to include all documentation will delay review of an application.

You may submit the complete submission packet to the HOA office via:

- Email to: Rcrews@broadlandshoa.com
- Mail/drop off to: Broadlands Association, Modifications and Resale Manager, 21907 Claiborne Parkway, Broadlands, VA 20148
- After-hours drop off: Please use the green drop box outside the HOA Office building (to the left of the front door) for after hour submissions. (office hours 9:00am to 5:00pm)

*Submission deadline is 12:00 Noon on the Wednesday before the Subcommittee meeting. The Subcommittee meets on the 1st and 3rd Wednesdays of the month from March through October and the 3rd Wednesday only from November through February. **Only complete applications received by the deadline will be reviewed at the next scheduled Modifications Subcommittee meeting.***

4. The result letter(s) will be delivered via the resident's email provided in the application within one week of the meeting. Occasionally emails have been delivered to resident's junk/spam folder. Therefore, please check your inbox and junk/spam folder for your results letter or contact the HOA office at 703-729-9704, ext 101.

Questions? Please contact Robin Crews at rcrews@broadlandshoa.com

OWNER INFORMATION

PROPOSED PROJECT INFORMATION

MODIFICATIONS APPLICATION FORM – PAGE 2 OF 2

OWNER'S ACKNOWLEDGEMENTS

By signing this application, I/we understand and agree to the following:

1. There are architectural requirements and standards addressed in the Design Guidelines and a review process established by the Board of Directors and I agree to follow them.
2. No work per this Application will begin until I receive written approval from the Modifications Subcommittee; if work is started prior to approval, I may be required to remove any or all of the modifications should they not be approved, and restore my property to its original condition at my own expense.
3. Approval is contingent upon the modifications being completed as approved; any variation from the original application must be resubmitted for approval.
4. Approval is contingent upon construction being completed in a timely and professional manner. Construction of the project must commence within 12 months of approval or a new application must be submitted. The project must be completed within 12 months of commencement.
5. I am responsible for all landscaping, grading and/or drainage issues related to the improvements. All work associated with the project will be completed within the property lines. Any damage to adjoining properties or common areas will be my direct responsibility.
6. I understand that members of the Modifications Subcommittee and Staff are authorized to enter onto my property to make routine inspections per the Declaration (Section 5.3(a) Easement for Upkeep). I further understand and authorize inspections as required to support this application.
7. It is my responsibility and obligation to obtain all applicable permits and licenses, to contact Miss Utility and to construct the improvements in conformance with all applicable building and zoning codes.
8. Generally one year after approval of an application the project will be inspected by management or an agent of the Modifications Subcommittee to confirm that construction is in compliance with the design guidelines and covenant standards. If any variation of the approved application is noted, I will be responsible to bring the project in compliance.

Owner's Signature: _____

Date: _____

BROADLANDS POOLS REGISTRATION

Pool season runs Memorial Day weekend to Labor Day

POOL PASS REGISTRATION OFFERED YEAR-ROUND!

Please follow the instructions below to set up electronic virtual passes for your household members. Registration is only done once, do not re-register in future seasons! Your electronic virtual passes will be active until your residency status changes.



STEP 1 – CREATE HOUSEHOLD ACCOUNT: Go to [Cellbadge.com/Broadlands/register](https://cellbadge.com/Broadlands/register) and under **Initial Add Request**, enter the information as a primary resident to create your master household account. Please enter street number and name only, no suffix (i.e., Ct, Court, Ter, Terrace, etc.). Your add request will be forwarded to HOA staff who will validate your residency and account status. Please allow up to 3 business days for the initial approval to be processed. Once validated, you will receive a text/email indicating that your registration has been added but will remain pending until all 4 steps have been completed.

STEP 2 – ACQUIRE PIN: After you have received a text/email that your registration has been added, please return to the same registration page, and follow the instructions under **Enter or Update Household Members**. Enter your credentials to get your unique PIN via text/email to continue the process.

STEP 3 – ADD HOUSEHOLD MEMBERS: Enter PIN to access the **Household Members** page to add all household members, ages 5 and older. Be sure to select the appropriate **“Relation”** category when adding members:

- **Owners** select “Owner-xxx” for ALL household members regardless of age.
- **Tenants** select “Tenant-xxx” for ALL household members if owner does not live on property. Must have AOS/Lease on file.
- **Apartment Renters** select “Apartment-xxx” for all household members. Must pay first at broadlandshoa.org/pool.
- **Nannies/Long-Term guests**, select “Other-xxx” as applicable. Must pay first at broadlandshoa.org/pool.

Once finished, check the box to verify you have agreed to the facility terms and click **Complete Registration**. Upon approval (within 3 business days), you will receive a text/email indicating that *your Broadlands HOA registration has been accepted*, however, you must complete STEP 4 (pictures) to gain access to the pools.

STEP 4 – PICTURES: Email pictures of all household members aged 5 & up (adults must provide proof of residency):

- Email an ***acceptable** photo (jpg or png format) of each member in your household to pools@broadlandshoa.com. Copies of driver’s license should be used for 18+ members. Recent copies of headshots may be used for children under 18.
- Subject line of email must be written as: **“pool photos – registered lastname”** (i.e. pool photos – Smith)
- Save and attach each photo separately to your email using naming convention: **“address.firstname”** (i.e. 42001Ridgeway.Susan).
- All member names must correspond with registered names in your Cellbadge pool account to allow for proper import. Pictures will be processed within 3 business days.

***What are acceptable photos and adult requirements?**

- Adults 18 and over are required to show proof of residency with a **copy of a driver’s license** showing the picture, address, name and date of birth. For security reasons, all other information can be crossed off. If the ID does not reflect the registered address, then settlement papers, utility bills or a change of address card may be emailed.
- For children aged 5 and older, please email a current headshot or ID. Children aged 4 and under do not require photos.

ADDITIONAL INFORMATION

ACCESSING THE POOL: After photos are added and you received a confirmation email, access to our pools is simple since no physical pass is required – just check-in with the lifeguard by providing your name or address and they will be able to access your **“virtual ID card”** in the system to allow entrance. **Once registered, no further action is needed in future pool seasons.**

GUEST VISITS: 10 guest visits will be added to your household account each year at no charge. Additional guest visits can be purchased through our website at broadlandshoa.org/pool. Visits do not roll over to the next season. Only two (2) guests per member are permitted or a maximum of six (6) per household at a time.

TENANTS: You must have a current **Absentee Owner Statement (AOS) and lease** on file with the HOA before registering. Please see information on our website under broadlandshoa.org/tenant-information.

APARTMENTS: Tenants of The Arbors and Van Metre Apartments must **purchase a household pool membership prior to registration** at broadlandshoa.org/pool-information.

HOURS, RULES & CLOSINGS: Please visit broadlandshoa.org/pool for information.

Broadlands Association offers 3 pools for residents to enjoy: Southern Walk, Community & Summerbrooke

Southern Walk Pool is located at 43081 Village Drive and is the largest of the 3 pools and features a diving board, slide, lap lanes and has a max capacity limit of 401. The kiddie wading pool maxes out at 8.



Summerbrooke Pool is located at 21580 Demott Drive and is exciting for the younger children offering beach entry access, fountains and sprayers and has a max capacity of 157 for the main pool and 7 for the wading pool.



Community Pool is located at 43008 Waxpool Rd and offers a mid-size pool with a max capacity limit at 146. The pool deck also features a separate **Rec Pool** to accommodate water sports play for basketball and volleyball. The rec pool measures 20' x 40' with an average dept of 4' and has a max capacity of 30.



TRASH AND RECYCLING SERVICE GUIDELINES FOR PATRIOT DISPOSAL

Patriot Disposal has been Broadlands Association trash and recycle provider since 2009. An environmentally-conscious company, Patriot Disposal offers a curbside recycling program that extends well beyond those offered by other haulers. We have developed innovative and cost-saving methods to collect and recycle materials over and above those required by the County, and we are continuing to pursue methods to recycle additional materials and to expand our recycling program even further. Patriot Disposal considers it a privilege to serve you. Please direct any questions, comments or concerns to us at our office, 1-703-257-7100 or visit Patriotdisposalservices.com.

Containers

Patriot Disposal will provide one Toter for each residence for the collection of trash. Each town home will be provided with a 64-gallon, wheeled, covered container, and each single-family home will be provided with a 96-gallon, wheeled, covered container. Each town home and single-family home will also be provided with one 64-gallon recycling toter. Additional small recycling bins are available for no additional charge. You are encouraged to keep a record of the serial number of your Toter(s) should you need to identify it in the future. Requests for additional recycling bins and Toters are being accepted by phone at 1-703-257-7100.

Additional Toters are available for purchase at the following rates:

- A 96-gallon Toter -- \$100.00
- A 64-gallon Toter -- \$50.00

Trash Removal (Monday and Thursday)

Each Monday and Thursday, Patriot Disposal will remove trash that has been placed at the curb for collection. Please note the following requirements concerning trash removal services:

1. Trash must be properly secured in plastic bags, standard trash cans, or wheeled carts.
2. Trash bags and containers shall not exceed 50 pounds in weight per bag or container.
3. Trash must be placed at the curbside and/or designated area by 7 a.m. for collection.

Recycling (Thursdays)

Patriot Disposal's weekly curbside recycling program includes the collection of **scrap metal** (foil, pie tins, trays, pots and pans, small car parts, grills, bicycles, swings, etc.), **small electronics** (computers, monitors, TVs, small printers, VCRs, DVD/CD players, cell phones, etc.), **car batteries**, and **used motor oil**, in addition to **newspapers, mixed paper, cardboard, paperboard, glass bottles and jars, metal and aluminum cans and plastic bottles**.

Please note the following requirements concerning recycling collection services:

1. Newspapers and magazines should be bundled and placed in paper grocery bags or tied with heavy twine.
2. Glass, plastic, aluminum and metal, food/beverage containers should be rinsed and placed in bags, cardboard boxes, or recycling bins.
3. Recyclables must be placed at the curbside and/or designated area by 7 a.m. for collection.
4. Recyclable materials can be co-mingled.
5. Patriot Disposal will remove and recycle packing boxes and cartons placed at the curb by residents.

Yard Waste (Mondays)

Please note the following requirements concerning the collection of yard waste:

1. Yard debris (leaves, grass clippings, brush) may be mixed with trash only during the months of January, February and March.
2. Brush must be cut into four-foot lengths, with limbs no larger than six inches in diameter.
3. Brush must be tied in bundles no larger than two feet in diameter.
4. Yard debris must be placed in separate containers, marked "yard waste" or in biodegradable bags. Yard waste that is put out at the curb in plastic bags will not be picked up.
5. Yard waste must be placed at the curbside and/or designated area by 7 a.m. for collection.
6. Food waste mixed in with yard waste will be accepted, as it can be composted.
7. The weight limit for yard waste is 35 pounds per bag or container.

Special Item Pick-ups (Thursdays)

Each Thursday, Patriot Disposal will collect furniture, mattresses, appliances, and other large, non-metal household goods that have been placed at the curb for collection, for no additional charge.

Please note the following requirements concerning the collection of special items:

1. Items for collection must be placed at the curbside and/or designated area by 7 a.m.
2. Appliances containing Freon must be certified as "Freon-Free" prior to removal.

Schedule

Patriot Disposal will provide services on all holidays that fall on regularly-scheduled pickup days with the exception of Thanksgiving Day, Christmas Day, and New Year's Day. If a regularly-scheduled pickup day falls on one of these holidays, service will resume on the next regularly scheduled pickup day. Items for collection must be placed at the curb prior to 7 a.m. If possible, homeowners are encouraged to place items at the curb the night before each scheduled collection day. Patriot Disposal will not provide service to any residence when circumstances exist that are beyond its reasonable ability to control, such as roadways deemed to be impassable due to parked vehicles or construction, riots, fires, floods, inclement weather, strikes, or acts of God.

Unacceptable Waste

The following items will not be collected, and should not be placed in the trash or set out for pick up: highly-flammable substances, hazardous waste, construction debris, liquid waste, toxic materials, radioactive materials, asbestos, infectious or medical waste, petroleum contaminated soil, dead animals, paint, manure, or other dangerous materials as determined by state, federal or local law, or in the reasonable judgment of Patriot Disposal.

Patriot Vehicles

Please be aware that Patriot Disposal owns and operates some vehicles that are "split-body" trucks. This means that there are two separate sections in the body of the truck, and the truck can therefore be used for the simultaneous collection of trash and recycling without co-mingling the items. To see the split body, you must view the truck from the rear. From the side, it will appear as though there is only one compartment and that all of the materials are being placed into it. Patriot Disposal anticipates possibly using some of these types of vehicles to perform waste collection services for the Broadlands Association. Please keep in mind that on some occasions, split-body trucks will be used to collect trash in one side and recycling in the other; or they might be used for the collection of trash and yard waste.

USEFUL NUMBERS

BROADLANDS COMMUNITY NUMBERS

Battlefield Towing	703-378-0059	dispatch@battlefieldtow.com
FirstService Residential (Assessments)	703-385-1133	ar.dcmetro@fsresidential.com
Main Street Mailboxes	571-379-8454	sales@mainstreet-mailboxes.com
Patriot Disposal (Trash/Recycling)	703-257-7100	CustomerService@PatriotDisposalServices.com
Southern Walk (Verizon)	703-385-1133	info@swhoab.com
HOA Staff	703-729-9704	info@broadlandshoa.com
HOA Board	See website for contact info	Broadlandshoa.org/broadlands-hoa-board-of-directors

NON-EMERGENCY NUMBERS

Ashburn Fire Department	571-379-8454	lcfrpio@loudoun.gov
Dominion Energy	888-667-4357	
Fire Marshal	703-737-8600	dutyfm@loudoun.gov
Loudoun County Sheriff	703-777-1021	Mike.Chapman@loudoun.gov
Loudoun Water (customer service)	571-291-7880	After hours 571-291-7878
Poison Control	800-222-1222	
Virginia State Police	703-771-2533	area10@vsp.virginia.gov
Washington Gas	703-750-1000	customersupport@washgas.com
Washington Gas (Emergency)	844-927-4427 opt 1	

PUBLIC INFORMATION NUMBERS

Animal Control/Shelter	703-777-0406	animals@loudoun.gov
Building Permits & Dev	703-777-0220	bad@loudoun.gov
County Landfill	703-771-5500	oswm@loudoun.gov
DMV (VA)	804-497-7100	
Delegate David Reid	703-662-1395	DeIDReid@house.virginia.gov
Health Department	703-777-0236	health@loudoun.gov
Library (Ashburn)	703-737-8100	libraries@loudoun.gov
Loudoun Station Park & Ride	703-771-5665	rideshare@loudoun.gov
Loudoun Hospital (Inova)	703-858-6000	
Miss Utility (VA811)	800-552-3120	
Metro	202-637-7000	smartrip@wmata.com
Parks and Recreation	703-777-0343	prcs@loudoun.gov
VDOT Report Road/Sidewalk Issue	800-367-7623	
School Board	571-252-1000	schools@lcps.org
Supervisor Sylvia Glass	703-771-5088	sylvia.glass@loudoun.gov
Wildlife Hotline (local)	703-440-0800	wrl@wildliferescueleague.org

Connect with **BROADLANDS**



Stay up-to-date with HOA news and community events through the HOA monthly newsletter, *Our Neck of the Woods*, and our other channels listed below.

Staying Connected is Easy...

Broadlandshoa.org

The Broadlands website gives you access anytime to find answers to most of your questions. Updates and reminders are posted to the main page as well.

Broadlands Blast

This weekly email is a great way to receive important reminders on HOA news and upcoming events in between receiving the newsletter. To sign up, just visit our website and enter your email address(s).

Landscaped Homes

*Courtyard Homes, Park Glen Villas, Demott & Silver Townhomes & Hillside residents please submit email(s) & address to **landscape@broadlandshoa.com** to receive email notices for seasonal landscape services.*

Facebook & Instagram

*Join our social media pages **@BroadlandsHOAEvents**.
Email **events@broadlandshoa.com** for details.*

Broadlandslive.com

Visit this website for details on this popular summer concerts series including bands, vendors and sponsors.

Info@broadlandshoa.com • 703-729-9704

BROADLANDS HOA and SOUTHERN WALK HOA

What are the differences and why are there two HOAs?

Southern Walk is a sub-association of Broadlands. The easiest way to distinguish between the Broadlands and Southern Walk HOA is that Southern Walk is located in the southern portion of Broadlands, South of Waxpool Drive (with the exception of Broadlands Station, Park Glen Villas, and the Condos, to the east of Claiborne Parkway). If you live in Southern Walk, you are automatically a member of two HOA's. Because all Southern Walk homes are part of Broadlands Association, Inc., the Broadlands HOA office and FirstService Residential frequently receives inquiries from residents regarding their Southern Walk accounts or telecommunications-related inquiries; however, any questions relating to Southern Walk must be handled through the Southern Walk HOA. There are frequent misunderstandings regarding the roles of each HOA, so the purpose of the information below is to discuss these differences.

Broadlands Association, Inc., established in 1995, is currently comprised of approximately 3,800 units, which includes single family units, townhomes, villas, condominiums, and apartments. ***The purpose of the Broadlands Association is to provide for the upkeep for all of the Common Areas, which includes three pools, Community Center, Clubhouse, Fitness Center, Stone House, tennis courts, basketball courts, tot lots, bridges and tunnels, nature trails, mutt mitt stations, private roads and sidewalks, and Covenants enforcement of all Broadlands townhome and single-family residences, including Southern Walk.*** Contracts are in place via Broadlands for maintaining items such as the grounds, ponds, pools, buildings, streets and sidewalks, lighting, trees, financial management, security, and snow plowing. Broadlands produces the monthly newsletter, maintains the www.broadlandshoa.org website, publishes the Broadlands Blast email, and maintains and distributes notices via the Broadlands app, (available on GooglePlay and iTunes). The Broadlands HOA committees and staff organize all of the events ranging from the Broadlands Live Concert Series, Halloween events, and Visit With Santa to name a few. The HOA staff is comprised entirely of employees of Broadlands Association. All of the 3,800 units are members of the Broadlands Association and are required to pay assessments to cover the \$100M+ in assets owned by the association.

Southern Walk at Broadlands Homeowners Association, established in 2001, (known by many as the SWHOA) consists of 1,112 units located in the southern section of Broadlands. Related to Article IV of the Articles of Incorporation for Southern Walk at Broadlands Homeowners Association, ***the specific purpose of this association is to provide for the installation and maintenance of a private utility system within the Property.*** In more concrete terms, this means the association was originally established to originate and oversee the telecommunications contract with OpenBand to provide phone, cable television, and broadband internet to the 1,112 residences in the Southern Walk. However, in 2015 this contract was amended, with an option to purchase the exclusivity provisions of a blanket telecommunications easement covering the entire Southern Walk, that was granted to OpenBand at Broadlands in 2001. Subsequently, the resident-elected Southern Walk Board of Directors collected fees from the 1,112 residents to pay OpenBand the "Exclusivity Option Price." In 2018, in order to bring a third-party provider into the neighborhood, the Southern Walk Board of Directors signed a contract with Verizon, to establish a contract for broadband internet service to the 1,112 residents of the Southern Walk. In July 2018, the Option Price was paid to OpenBand. In September 2018, the Easement to Verizon was granted by both Broadlands Association, as the "Master" Association, and owner of real property, and the Southern Walk Association. In October 2018, Verizon construction commenced.

If you own a home in Southern Walk, you are automatically a member of **two separate associations**. The master association is Broadlands Association, whose responsibilities are outlined above. The Southern Walk HOA sub-association does not oversee any of the common areas, facilities, contractors, or employees for Broadlands. Southern Walk is governed by a separate Board of Directors and has a separate Community Manager.

Broadlands residents are welcome to contact the Broadlands HOA office for any issues concerning the roles of the Broadlands Association, as outlined above. Southern Walk-related telecommunications questions or monthly BOD meeting inquiries should be directed to the Southern Walk FirstService Residential Community Manager or to the Southern Walk Board of Directors, whose contact information may be found at: <https://www.broadlandshoa.org/contact-us/southern-walk-hoa/>. If your question is about Verizon FiOS in Southern Walk, please visit www.swhoab.com. For questions regarding Southern Walk fees, please contact the FirstService Southern Walk Community Contact at 703-385-1133 or email AR.DCMetro@fsresidential.com. Coincidentally, First Service Residential manages HOA payments for both Broadlands Association and Southern Walk HOA. Your Broadlands account will start with the letters BO and your Southern Walk account will begin with the letters SU and must be paid separately.

Since the Southern Walk Articles of Incorporation reference the relationship between the two associations, the Broadlands Association allows the Southern Walk Association to conduct business using some Broadlands facilities, such as use of the HOA internet forums to post meeting notices and other important information in the Southern Walk Announcements section, space to publish news in the Broadlands Monthly Newsletter, Broadlands Blast, updates via the Broadlands App, and use of the Community Center for Board of Director Business meetings and the Southern Walk Annual meeting.