



BROADLANDS

Association, Inc.

New Resident Welcome
The Villages at Broadlands Condominium

WELCOME TO THE NEIGHBORHOOD! Broadlands Association, Inc. is the master association for your condominium. We provide pools, a fitness center, walking trails, tennis courts, and social events for the over 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. The Association Annual Meeting is held on the 2nd Tuesday in May.

Upon review of the information in the packet, please contact the HOA Office at info@broadlandshoa.com or 703-729-9704, Monday-Friday 9 am-5 pm. The HOA office is in the Nature Center located at 21907 Claiborne Parkway, Broadlands, Virginia 20148.

Again, welcome to Broadlands!

Sarah Gerstein

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

General Manager
 Broadlands Association, Inc.

ASSESSMENT INFORMATION

The monthly assessment you pay to **Sentry Management, Inc.** includes the common area assessment for Broadlands Association. **Sentry Management, Inc.** will make the payment to Broadlands on your behalf, so you do not need to worry about setting up an account with us. They may be contacted with questions or issues at the following: Shawna Martin, Sentry Management, Inc. 602 S. King Street #400, Leesburg, VA 20175

Email: smartin@sentrymgt.com, 540-751-1888 (office); 540-751-1899 (fax); Customer Service at 800-932-6636 x42500; Website: www.sentrymgt.com; or Customer Service at 800-932-6636 x42500.

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.



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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. A photo ID pool pass is required for all individuals aged 5 and up to gain admittance. Pool passes are produced at the Nature Center office beginning in April. Detailed pool information is published in the monthly newsletter as pool season approaches as well as online at our website. **Enclosed is a pool application for your convenience.** You may also contact the HOA office for more information.

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 4 live concert series on the Hillside Park lawn, the second Friday of every month from May through August where you can bring your own drinks and enjoy live music from local bands, all at no cost. The Technology Committee hosts Flicks in the Sticks, free movie nights on the Nature Center lawn between June and September, where you can enjoy freshly popped popcorn and live screenings of popular family movies. 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.



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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](http://TerraCycle.com).



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?)

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

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.

Questions? Email pools@broadlandshoa.com or 703-729-9704 press 4

Broadlands Association, Inc., 21907 Claiborne Parkway, Broadlands, VA 20148

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. HOA staff will respond with instructions.

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

PROPERTY ADDRESS: _____

EMAIL(S) OF OWNERS: _____

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 (must be 18+)	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: _____ Paypal or other _____ \$ _____ Activated ☐

Notes: _____

BROADLANDS FITNESS CENTER

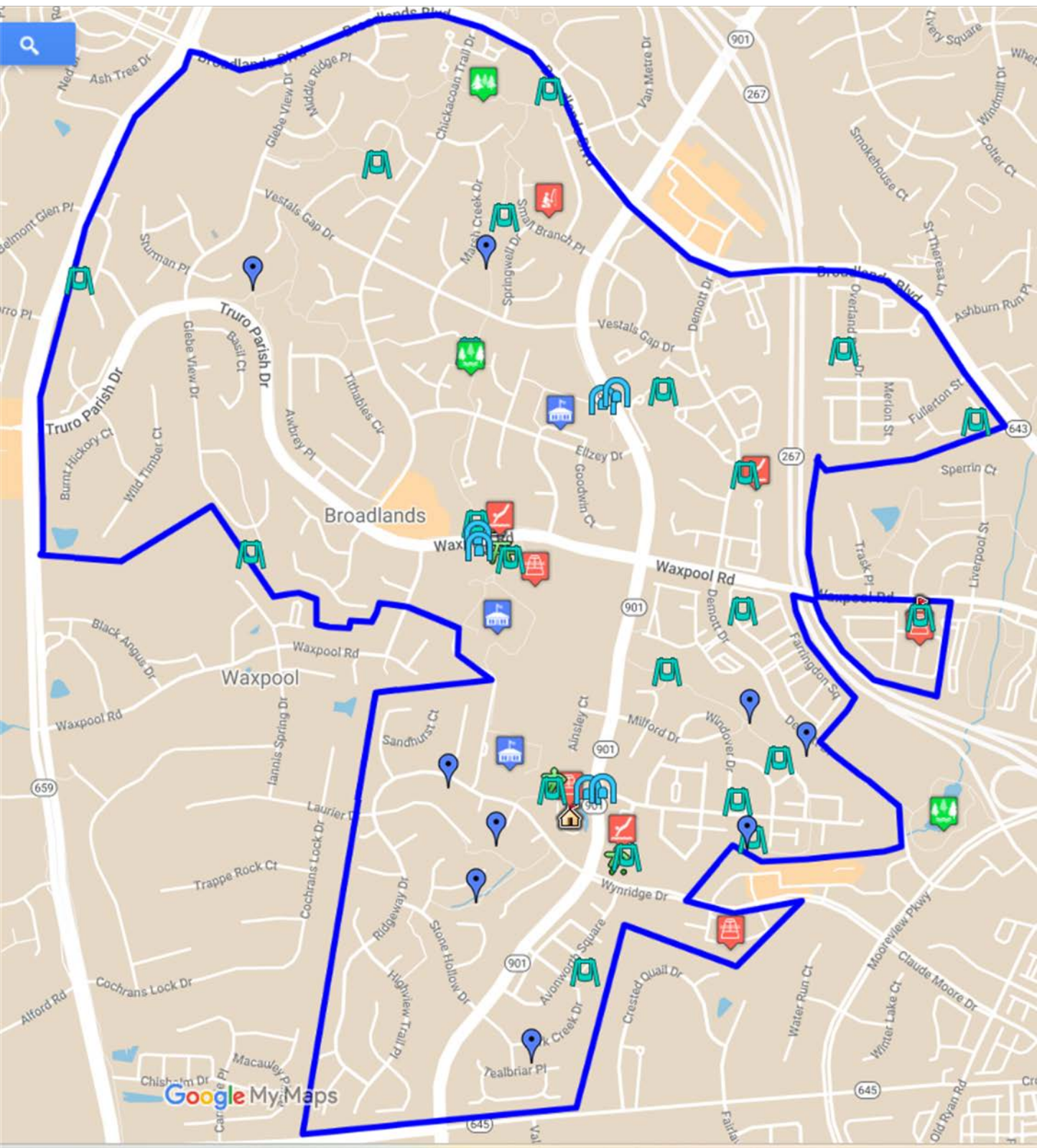
43360 Rickenbacker Sq.

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



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