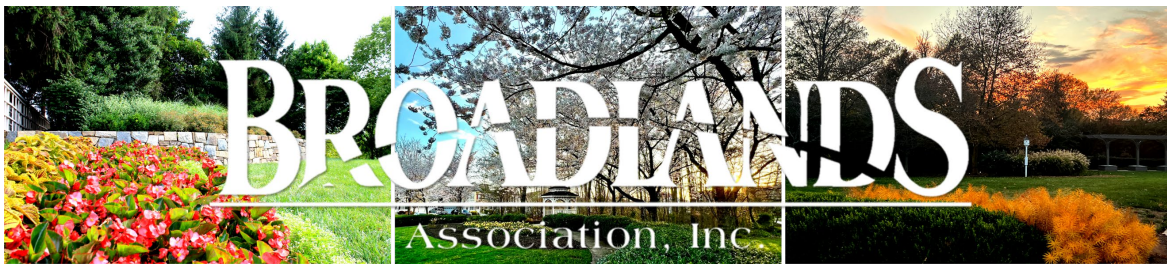


BROADLANDS

Welcome Packet



Broadlands Association, Inc
21907 Claiborne Parkway
Broadlands, VA 20148



New Owner Welcome Packet

Dear Homeowner,

Welcome to the Neighborhood! We are delighted to have you as a part of the Broadlands community. Broadlands Association, Inc. is dedicated to maintaining all the common areas and facilities, ensuring that every resident enjoys a pleasant and enriching living environment. Our expansive community includes over 4,070 residences, and we take pride in overseeing amenities such as the pools, Community Center, Fitness Center, walking trails, racquet sports courts, and social events. Community living can be both a challenging and rewarding experience, and your involvement plays a crucial role in its success. We highly encourage your active participation and voluntary contributions of time and effort. Your engagement will help us maintain and develop the high-quality living standards and services that make Broadlands a wonderful place to live. To gain deeper insights into how our community operates, we invite you to attend the Board of Directors meetings. These meetings are typically held at the Broadlands Clubhouse, located at 43360 Rickenbacker Square, on the 2nd Tuesday of each month at 6:00 pm. Please check our website to confirm if the meeting will be held virtually. We look forward to working together to create a vibrant and connected community.

To ensure you stay informed and connected, we've enclosed a welcome packet brimming with valuable information about our vibrant neighborhood. Stay in the loop with all the important HOA news and exciting events by exploring our various platforms: The Broadlands Blast – Receive timely updates straight to your inbox to keep you informed about essential news and upcoming activities. Our Neck of the Woods Newsletter – Dive into detailed articles and stories about our community, events, and more, delivered monthly for your reading pleasure. HOA Website (Broadlandshoa.org) – Access comprehensive information about our community, important documents, and event calendars all in one convenient online location. Additionally, don't forget to follow Broadlands Homeowners Association events on Facebook and Instagram for real-time updates. We are excited for you to be part of our community and look forward to seeing you at our upcoming events!

Upon your review, please direct any questions, comments, or concerns to the Broadlands HOA Administrative 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. The office is located at 21907 Claiborne Parkway, Broadlands, Virginia 20148.

Welcome once again, and happy exploring!

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

General Manager

Broadlands Association, Inc.

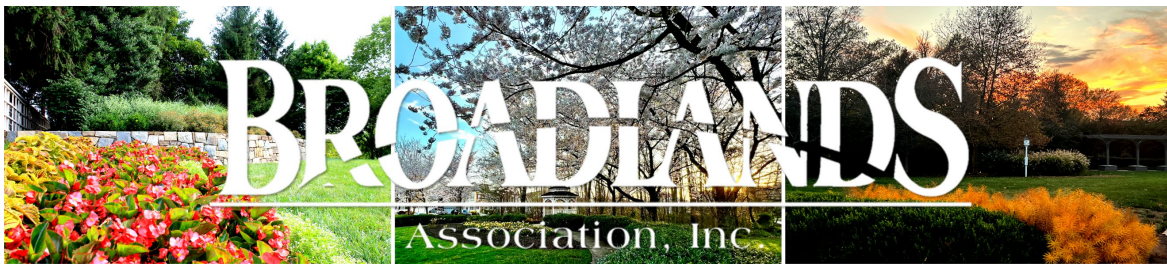


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This document provides a general overview of Broadlands Association. We encourage you to visit our website at Broadlandshoa.org for detailed information and to address most inquiries about our community. Should you require further assistance, please do not hesitate to contact the Broadlands HOA Administrative Office via email at info@broadlandshoa.com or by telephone at 703-729-9704.

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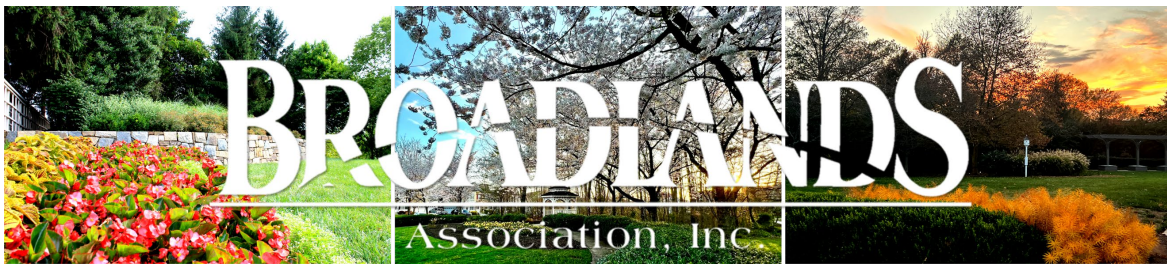
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HOA ASSESSMENTS

FirstService Residential (FSR) is the financial management agent for our homeowner's association. Please contact FSR for all account-related inquiries or issues, including setting up your payment account. 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.

Assessments are due on the 1st of each month, with a courtesy grace period through the 10th. We encourage owners to set up recurring payments or bank bill-pay at no cost prior to the 10th of each month to avoid late fees.

ASSESSMENT INQUIRIES

FirstService Residential, Assessment Information Office
Phone: 703-385-1133 • ar.help@fsresidential.com • broadlands.connectresident.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!

Please note that one-time payments will assess additional fees.

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

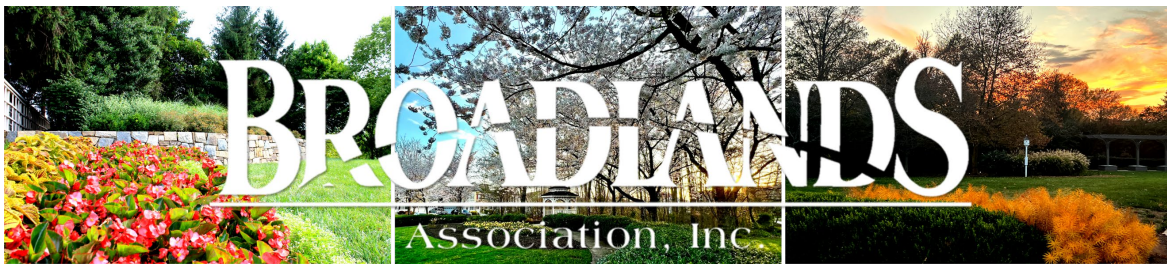
Payments are NOT accepted at the Broadlands HOA Administrative Office.

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.help@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.

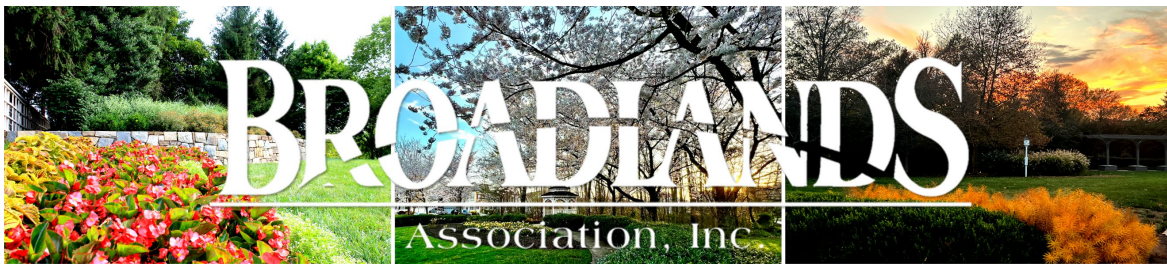
TO ORDER RESALE DOCUMENTS: please call 703-385-1133 or visit www.fsresidential.com/washington-dc/resale-and-lender-documents. Please be sure that you get confirmation that you have entered all the required components of the order and that it is complete. You then will have the ability to track your order.



STAY CONNECTED

Residents are encouraged to become familiar with the various communication channels and resources provided by the HOA. This will help you stay informed about HOA community news & events and enhance your overall experience as a resident of Broadlands. Please take a moment to review the information below and make sure to sign up for email notifications as mentioned.

- ▶ **BROADLANDSHOA.ORG:** The website serves as the information hub for all things related to Broadlands Association for residents, absentee owners, and potential homebuyers. Answers to most community questions can be found on our website.
- ▶ **BROADLANDS NEWSLETTER:** *Our Neck of the Woods* monthly newsletter serves as the main communication tool for sharing essential information from Association Management and the Board of Directors to the residents of Broadlands Association, Inc. This full-color publication is a vital resource that includes details about community events, HOA and local news, homeowner interest articles, and more. Monthly publications are mailed to each residence and are also stored on our website. To receive electronic copies only, please email OptOut@broadlandshoa.com and provide your name and address.
- ▶ **BROADLANDS BLAST:** This email provides an overview of HOA news, events, and meetings, along with local news and happenings. It serves as an important communication tool between monthly newsletters, providing last-minute updates and news. While it is typically sent out on Fridays, it may be generated as needed to share important information. Residents can sign up for the Blast at www.broadlandshoa.org/stay-connected/ and click on the “Register for the Broadlands Blast” link. 
- ▶ **LANDSCAPED HOMES (only pertains to certain sections):** Heritage Landscape Services (HLS) provides **limited** turf maintenance services to *Overland Park* and *Southern Walk* courtyard homes, *Park Glenn* villas, *Demott & Silver* townhomes, and *Hillside* singles. The landscape contract only provides limited maintenance services – additional services desired are done at the owner’s expense. Watering services are NOT included. 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.
- ▶ **STAN AI:** STAN is our community AI bot that provides instant help to residents around the clock! Simply text your questions to **877-390-2462** and get immediate answers. What can residents use STAN for? Community Information • Policies • Amenity Details • Trash & Recycling Collection Schedule • Report an Issue • Modification Information • Events.
- ▶ **SOCIAL MEDIA:** Follow us on [Facebook](#) and [Instagram](#) for Broadlands events & HOA news posts.
- ▶ **USEFUL NUMBERS:** Review a compiled list of community and county-related numbers to call for assistance. They can be found at broadlandshoa.org/for-residents/useful-numbers
- ▶ **MAPS:** Locate trails, amenities, and tot lots using our maps at broadlandshoa.org/amenities/maps.



AMENITIES

FITNESS CENTER

Broadlands offers a fitness center at our clubhouse, located at 43360 Rickenbacker Square. A one-time \$25 access fee is required to utilize the fitness center. Fob or Bluetooth access is available. Each additional fob is \$25. The online application can be completed in conjunction with paying the access fee. Find details, rules, and the online application form at broadlandshoa.org/amenities/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. You may register your family household 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 Broadlands HOA Administrative Office for more information at 703-729-9704 or pools@broadlandshoa.com.

TENNIS, PICKLEBALL & BASKETBALL COURTS

Broadlands provides its residents with access to nine tennis courts, some of which offer pickleball-lined courts and nets. Our courts are strictly for use by Broadlands Association, Inc. residents ONLY. Lessons and events are hosted by Blue Chip Sports Management or the Racquet Sports Committee. Those interested in reserving a court can do so through the Court Reserve app on their smartphone. For details regarding our racquet sports, lessons, and reservations, please visit broadlandshoa.org/tennis-pickleball. Residents may also enjoy throwing hoops at our two basketball courts. See broadlandshoa.org/basketball-court for locations and rules.

COMMUNITY CENTER

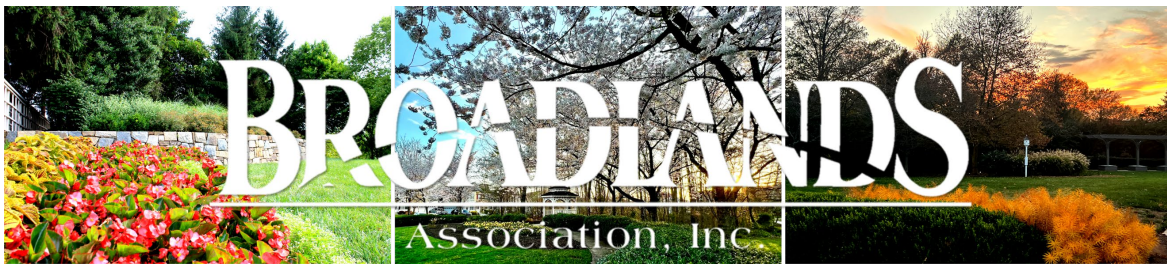
The Community Center is located at 43004 Waxpool Road and is the only HOA space available for rental by Broadlands residents for private parties as well as for-profit and non-profit organizations. Please see broadlandshoa.org/amenities/community-center-rental-information/ or contact the Broadlands HOA Administrative 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 Bingo, Spring Eggstravaganza, Summer Celebration, Halloween Parade, and Winter Wonderland. The Broadlands Live! Committee hosts a live concert series on the Hillside Park lawn where you can bring your drinks and enjoy live music from local bands, all at no cost. We are always looking for 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.

TOT LOTS & TRAILS

Broadlands has many beautiful trails that lead to various points of interest including 21 tot lots that offer fun play for kids. Locations and descriptions of the tot lots can be found at www.broadlandshoa.org/amenities/tot-lots/.



COMMITTEES

Broadlands Association seeks enthusiastic residents to volunteer for standing committees. If you're passionate about improving our community, please complete the online form at broadlandshoa.org/committees. Please reach out to info@broadlandshoa.com should you have any questions. Your involvement can have a positive impact!



BROADLANDS LIVE! COMMITTEE: The Broadlands Live concert series, funded by the HOA and sponsors, occurs on select Fridays in August, September, and October at Hillside Park. Plans for the concert series begin early in the year, but the committee is most in need of help on the day of the event.

EVENTS COMMITTEE: The committee organizes a wide variety of events for Broadlands residents. These include the Spring Eggstravaganza, Halloween festivities, Summer Celebration, Winter Wonderland, and develop ideas for new events. They are always looking for volunteers to help organize or work at these events.

MODIFICATIONS SUBCOMMITTEE: The subcommittee meets to review and approve submissions of exterior home 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 virtually or in person.

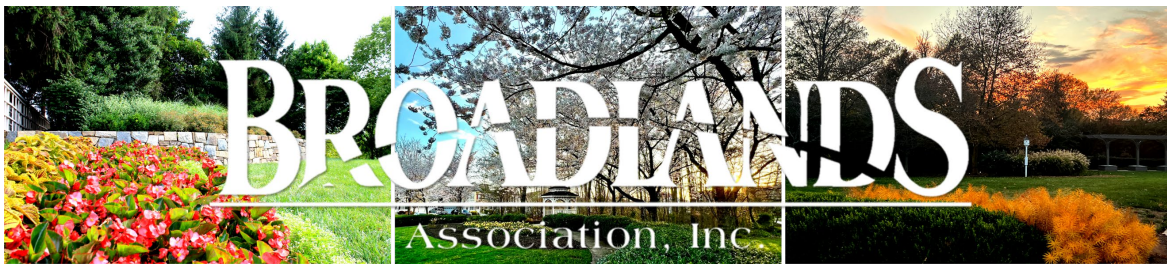
TECHNOLOGY COMMITTEE: This committee assists the Association in various areas, such as website maintenance, hosting electronic recycling events, and offering technological support to the HOA as needed. The committee is comprised of web designers, graphic designers, content managers, database administrators, programmers, and web hobbyists. Meetings typically take place on the third Wednesday of every other month.

RACQUET SPORTS COMMITTEE: This committee is responsible for providing input on the tennis and pickleball courts and working with the tennis pro to develop programs to suit residential needs.

COMMUNITY OUTREACH PROGRAM: Broadlands supports its residents and surrounding communities through a variety of community outreach programs. We welcome organizations interested in partnering, sponsoring events, or volunteering.

TERRACYCLE COMMITTEE: This committee helps run a recycling initiative that helps the Broadlands community eliminate waste through a partnership with [TerraCycle](https://www.terracycle.com).

CONSERVATION LANDSCAPING COMMITTEE: This committee educates the community and works with local groups on best practices for planting. They recommend native plants for landscape maintenance to the Board of Directors. With approval, they can also install educational demonstration gardens and coordinate volunteer efforts.



TRASH & RECYCLING

Patriot Disposal has been providing services for Broadlands Association since 2009. They offer an extensive curbside recycling program, surpassing county requirements. For questions or comments, contact Patriot at 703-257-7100 or customerservice@patriotdisposalservices.com, or visit Patriotdisposalservices.com.

TRASH REMOVAL (MONDAY AND THURSDAY)

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 6 a.m. for collection.



RECYCLING (THURSDAYS)

Services include the collection of **general-use paper, production paper, corrugated paper, newspaper, cardboard, aluminum, glass, ferrous metal, empty aerosol cans, and plastics.**

1. Newspapers and magazines should be bundled and placed in paper grocery bags or tied with heavy twine.
2. Glass, plastic, aluminum, metal, and 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 6 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)

1. Yard debris (leaves, grass clippings, brush) may be mixed with trash only during 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 6 a.m. for collection.
6. The weight limit for yard waste is 35 pounds per bag or container.

SPECIAL ITEM & BULK PICK-UP

Patriot Disposal will collect furniture, mattresses, appliances, and other large, non-metal household goods that have been placed at the curb for collection. **ADDITIONAL CHARGES MAY APPLY AND PRESCHEDULING IS REQUIRED.**

1. Items for collection must be placed at the curbside and/or designated area by 6 a.m.
2. Appliances containing Freon must be certified as "Freon-Free" before removal.

CONTAINERS

Patriot Disposal will provide one Toter for trash collection at each residence: a 64-gallon wheeled container for townhomes and a 96-gallon one for single-family homes. Each home will also receive a 64-gallon recycling toter or recycling bin. Patriot will replace waste containers that are worn by normal use to the point of deficiency at no additional charge to residents. Patriot reserves the right to charge the resident for the replacement of lost containers at a rate of \$75.00 for trash and \$50.00 for recycling. Additional containers requested are \$45.00 each for trash or recycling containers. Keep a record of your Toter's serial number for future reference.

SCHEDULE

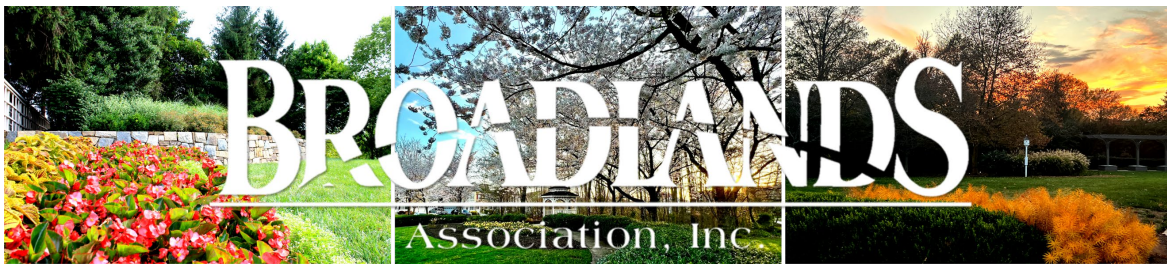
Patriot Disposal will provide pickup services on all holidays that fall on regular collection days, except for Thanksgiving Day, Christmas Day, and New Year's Day. If a pickup day falls on a holiday, services will either be made up or resume on the next regularly scheduled pick-up day.

UNACCEPTABLE WASTE

The following items will not be collected, and should not be set out for pickup: highly flammable substances, Hazardous Waste, construction and demolition debris, liquid wastes, pathological and biological wastes, explosives, toxic materials, poisons, acids, caustic materials, radioactive materials, dead animals, oil, paint, manure, tree stumps, dirt, stones, rocks, material prohibited by a disposal facility or recycling facility and other materials deemed by Federal, State or local law or, in the reasonable estimation of the contractor, to be dangerous or threatening to health or to the environment.

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 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 on one side and recycling in the other; or they might be used for the collection of trash and yard waste.



MODIFICATIONS

MODIFICATION APPLICATION SUBMISSION PROCEDURE

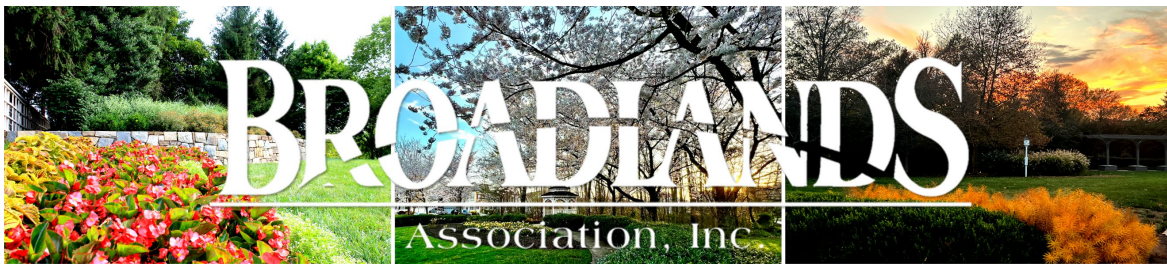
To change any part of your home's exterior, you must get approval from the Association's Modifications Subcommittee by submitting an architectural modification form. Contact Robin Crews, Manager of the Modification Subcommittee at 703-520-9902 or rcrews@broadlandshoa.com should you need assistance with your application.

1. **COMPLETE APPLICATION:** Complete pages 1 and 2 of the Modifications Application Form which can be found on the website at www.broadlandshoa.org/design-guidelines. A separate application form is required for each project.
2. **REVIEW THE PROJECT GUIDELINES REQUIREMENTS:** for your proposed project(s) which can be found on the website at www.broadlandshoa.org/design-guidelines
3. **SUBMIT COMPLETED APPLICATION AND ALL SUBMISSION REQUIREMENTS:** Failure to include all documentation will delay the review of your application. Please submit the complete submission packet to the HOA office by one of the following delivery methods:
 - a. Email to: Rcrews@broadlandshoa.com
 - b. Mail/drop off to Broadlands Association, Modifications Subcommittee Manager, 21907 Claiborne Parkway, Broadlands, VA 20148
 - c. After-hours drop-off: Please use the green drop box outside the HOA Office building (to the left of the front door) for after-hours submissions. (office hours 9:00 am to 5:00 pm)

The submission deadline is 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. **RESULTS:** 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 the resident's junk/spam folder. Therefore, please check your inbox and junk/spam folder for your results letter or contact the Modifications Manager at rcrews@broadlandshoa.com or 703-520-9902.





GENERAL FAQs

Q: WHEN ARE MY ASSOCIATION FEES DUE?

Payments are due on the first day of each month. If payments are not received by the 10th, a late fee will be assessed to your account. You may access your account at broadlands.connectresident.com.

Q: WHAT IS THE OFFICIAL BROADLANDS ASSOCIATION, INC. WEBSITE?

Broadlandshoa.org. Here you will find most information about the HOA.

Q: DOES BROADLANDS HAVE RESERVED PARKING SPACES IN THE TOWNHOME SECTIONS?

Parking spaces in the Townhome sections are not “reserved” and are first come first served.

Q: WHAT AMENITIES ARE AVAILABLE TO BROADLANDS RESIDENTS AND WHERE ARE THEY LOCATED?

There are three swimming pools, a fitness center, a community center for resident rentals, 21 tot lots, and 9 tennis courts, which include 6 sets of pickleball courts, as well as over 15 miles of trails. Please refer to the [maps of the amenities](#) for their locations. The patio at the HOA Admin office is not for rent. Residents may use the exterior patio on a first-come first-served basis. See broadlandshoa.org/amenities/

Q: WHEN IS THE FITNESS CENTER OPEN? ARE THERE AGE RESTRICTIONS AND CAN I BRING A GUEST?

The fitness center is open to adult resident members daily from 5:00 am to 11:00 pm, with entry allowed until 10:30 pm. Children aged 13 to 17 can use the facility if added to the fitness application and accompanied by an adult member. No guests are allowed; only paid residents of Broadlands Association, Inc. may access the center. It may occasionally close for maintenance.

Q: WHEN ARE POOLS OPEN AND CAN I BRING GUESTS?

Pools are open from Saturday of Memorial Day weekend through Monday of Labor Day weekend. Each household will receive a 10-visit guest pass at the beginning of each season to bring guests. Resident pool passes are entirely electronic including guest visits—no physical pass will be issued. To gain entrance after applying, simply provide your name and address to the lifeguard.

Q: DO YOU HAVE TO MAKE TENNIS/PICKLEBALL RESERVATIONS TO USE THE COURTS?

Reservations take precedence over walk-ons, so it is advisable to book courts in advance. Details are on our [tennis page online](#).

Q: WHAT DAYS ARE TRASH, RECYCLING, AND YARD WASTE COLLECTED? CAN I PLACE EXTRA BAGS OUTSIDE OF THE TRASH TOTES? CAN BULK ITEMS BE PICKED UP?

Patriot Disposal offers trash, recycling, and yard waste services for the Broadlands community. Trash is collected Mondays and Thursdays, recycling on Thursdays, and yard waste on Mondays. All trash must be in lidded containers; contract allows for heavy duty trash bags, securely tied. For receptacles or additional totes, contact Patriot Disposal. Bulk items require prearrangement and fees. For inquiries, call 703-257-7100 or email customerservice@patriotdisposalservices.com.

Q: WHAT EVENTS ARE OFFERED IN BROADLANDS?

Broadlands offers an array of events throughout the calendar year. Events will be listed on our [events page online](#). Volunteers are always needed to ensure the events keep running. Please email events@broadlandshoa.com for inquiries and to volunteer.

Q: DO I NEED TO NOTIFY THE HOA IF I HAVE A MOVING TRUCK OR POD PLACED IN MY DRIVEWAY?

Yes, please send an email to info@broadlandshoa.com with the dates and ensure the pod or truck is not blocking sidewalks while property parked in the driveway.

Q: WHAT TO DO IF I HAVE A TENANT RENTING MY PROPERTY?

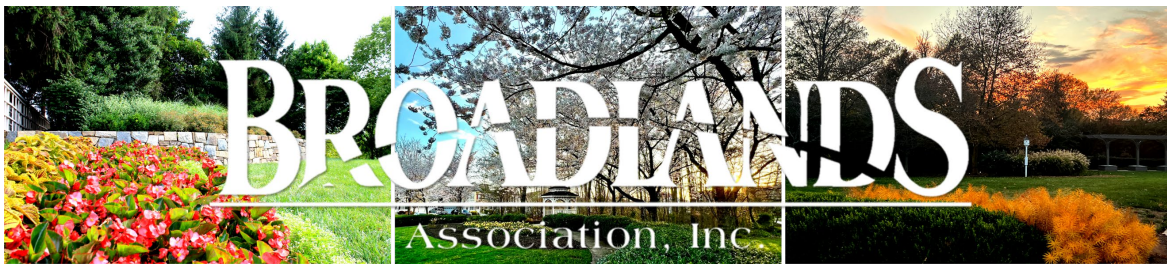
Absentee owners must complete an Absentee Owner Form and submit a signed lease to the HOA at info@broadlandshoa.com in order for the tenants to access the amenities. The owner also needs to notify FSR at ar.help@broadlandshoa.com of their billing address and the tenant information. All tenant information can be reviewed at www.broadlandshoa.org/tenant-information.

Q: ARE HOA STAFF ALLOWED ON MY PROPERTY?

Yes, per Section 5.2 Easement for upkeep, covenant inspectors are permitted to enter your property (front or back).

Q: WHO MAINTAINS MY STREET?

Broadlands has both VDOT and HOA-maintained roads. To see who maintains yours, including snow removal, review broadlandshoa.org/maps-streets/



MOVE-IN CHECK LIST

HOA COMMUNICATIONS:

- ☐ Sign up for the weekly  at www.broadlandshoa.org/stay-connected/ and click on the “Register for the Broadlands Blast” link.
- ☐ Sign up for landscaping seasonal notices IF mowing/seasonal services are included in your monthly assessment. Send email(s) to landscape@broadlandshoa.com along with your property address and you will be added to the landscape notification email list.
- ☐ Follow Broadlands Homeowners Association on Facebook and Instagram

AMENITIES:

- ☐ Fitness Center – complete the online form and pay \$25 for access at broadlandshoa.org/amenities/fitness-center/
- ☐ Pools – review instructions at broadlandshoa.org/amenities/pool/ and complete registration on the Cellbadge site.
- ☐ Tennis and Pickleball – register to make court reservations at app.courtreserve.com/Online/Portal/Index/9662
- ☐ Review amenities maps - broadlandshoa.org/amenities/maps/

FIRSTSERVICE RESIDENTIAL ASSESSMENT ACCOUNTS (FSR CONNECT PORTAL):

- ☐ Create an account and pay your assessments via ClickPay, please follow the registration steps below. Account numbers are required and can be found on your monthly coupon stub. Additional information can be found at <https://www.broadlandshoa.org/for-residents/assessments/>
 - Step 1: Go to Broadlands.connectresident.com
 - Step 2: Click Login and select the option to Create Account
 - Step 3: Register with your email address
 - Step 4: Link your account using your home address or account number

HOA RULES AND REGULATIONS:

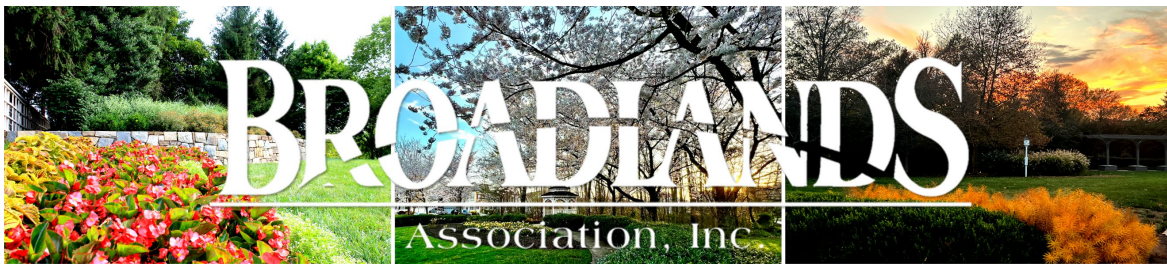
- ☐ Review rules and regulations at broadlandshoa.org/for-residents/rules-and-regulations/
- ☐ Review Covenant information at broadlandshoa.org/for-residents/covenants-corner/
- ☐ Review Design Guidelines for exterior home modifications at broadlandshoa.org/design-guidelines/

TRASH AND RECYCLING:

- ☐ Contract Patriot Disposal, Inc. if you do not have their official trash or recycling totes or bins. They can be reached at 703-257-7100 or customerservice@patriotdisposalservices.com. Bulk services require fees and an appointment for pickup.

LEASING YOUR PROPERTY?

- ☐ Owners must complete the Absentee Owner Statement and submit it along with a copy of a fully executed lease to allow your tenants to apply for access to Broadlands amenities. Please review the details at broadlandshoa.org/tenant-information/



HOME CHECKLIST



CLEAN AND KEEP FREE OF MILDEW/BUILD-UP:

- ☐ Siding
- ☐ Basement walk-ups and surrounding areas
- ☐ Front stairs and sidewalks
- ☐ Decks, Fences, Sheds

DAMAGED EXTERIOR TRIM/ROTTING WOOD

- ☐ Trim around doors, windows, garage & corners
- ☐ Roof line (fascia and rake boards) trim and wrap
- ☐ Soffits are properly secured
- ☐ Windows (dormer, bay, etc.)
- ☐ Bump-out areas
- ☐ Porches, Decks, Sheds
- ☐ Mailbox post

FRESH COAT OF PAINT/STAIN

(A fresh coat should be uniform and consistent in appearance.)

Application is required for color changes or new stains.)

- ☐ Trim (exterior trim should have a consistent color throughout.)
- ☐ Shutters, Front Doors, Railings
- ☐ Fences, Sheds, Trash Enclosures
- ☐ Mailbox post

REPAIR & REPLACE

- ☐ Falling/damaged lattice on decks and fences
- ☐ Fence/Gate repairs such as warped, cracked, missing, and peeled (splintered) boards, including top rails

HOME EXTERIOR

- ☐ Missing shutters
- ☐ Loose siding or wrapped trim
- ☐ Crooked, missing, and broken light fixtures
- ☐ Damaged mailboxes (i.e. rusted, missing flags)
- ☐ Trash and Recycling containers stored out of sight
- ☐ Garage doors in good condition (i.e. no dents/broken panels)

LANDSCAPING

- ☐ Neat appearance of lawn, free of weeds, and edged
- ☐ Landscape beds free of weeds, fresh mulch applied (no red)
- ☐ Bags of mulch, dirt, etc. properly stored out of view
- ☐ Remove dead bushes and trees (may need approval)

EXTERIOR MODIFICATIONS

The following items require approval from the Modifications Subcommittee before starting these projects. This list includes common projects but is not a complete list of all projects needing approval:

- ☐ Decks, Fences, Sheds, Trash Enclosures
- ☐ Paint/Stain color changes
- ☐ Addition of storm/screen doors
- ☐ Play equipment, including trampolines and basketball goals
- ☐ Changes to light fixtures – if style/color/size are not the same as the originally installed fixtures
- ☐ Patios, Walkways, Retaining walls, Pools
- ☐ Addition of lattice/privacy screens and change in building materials

Covenants Corner

Your home is a valuable investment, and taking pride in its curb appeal is essential to preserving that value. A beautiful home with poor upkeep can be aesthetically unappealing and detract from the charm of our neighborhood. Whether you are a homeowner or a renter, maintaining your residence to meet the standards set by our Covenants Declarations and the Modifications Design Guidelines is crucial. Regular maintenance not only enhances your home's appearance but also contributes to the overall quality and desirability of our community. If you find yourself physically unable to keep up with your property or struggle to find the time, please consider hiring a lawn service or handyman. Professional help can ensure that your home and grounds remain in excellent condition, reflecting the pride we all share in our neighborhood. By following the HOME CHECKLIST included, you are making a positive impact on our community and helping to uphold the standards we all value. Thank you for your commitment to maintaining a beautiful and welcoming environment for everyone. Send emails to covenants@broadlandshoa.com to submit questions or concerns or call Suzan Rodano, Covenants Manager at (703) 520-9903.