


## MOVE-IN CHECKLIST

### HOA Communications:

- Sign up for the weekly Broadlands Blast by entering your email(s) where you see the  logo on our website at [Broadlandshoa.org](http://Broadlandshoa.org).
- Sign up for landscaping seasonal notices **IF** mowing/seasonal services are included in your monthly assessment. Send email(s) to [landscape@broadlandshoa.com](mailto:landscape@broadlandshoa.com) along with your property address and you will be added to the landscape notification email list.
- Follow BroadlandsHOA Events on Facebook and Instagram

### Amenities:

- Fitness Center – complete the online form and pay \$25 for access at <https://www.broadlandshoa.org/amenities/fitness-center/>
- Pools – review instructions at <https://www.broadlandshoa.org/amenities/pool/> and complete registration on Cellbadge site.
- Tennis and Pickleball – register to make court reservations at <https://app.courtreserve.com/Online/Portal/Index/9662>
- Review amenities maps - <https://www.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 <https://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 <https://www.broadlandshoa.org/for-residents/rules-and-regulations/>
- Review Covenant Guidelines at <https://www.broadlandshoa.org/for-residents/covenants-corner/>
- Review design guidelines on Modifications to Home Exteriors at <https://www.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](mailto:customerservice@patriotdisposalservices.com). Bulk services require fees and an appointment for pick up.

### 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 <https://www.broadlandshoa.org/tenant-information/>

### Questions?

Please contact Resident Services Director, Stassa Collins, at [stassacollins@broadlandshoa.com](mailto:stassacollins@broadlandshoa.com) or 703-729-9714.  
For general inquiries, please contact the HOA at [info@broadlandshoa.com](mailto:info@broadlandshoa.com) or 703-729-9704.