

Leeland Station Community Association

April 2, 2022

Dear Owner / Resident,

This year, your Board of Directors approved moving the pool registration process to an electronic method, using a program called CellBadge. Unlike years past, you will not need any kind of validation sticker from the Association. Your account info will stay in the CellBadge system for as long as you are a resident of the Association.

Our Leeland Station CellBadge website will also show real-time pool usage data to allow us to monitor the pool use better. In addition, our lifeguards will be able to post updates on weather and unplanned closings directly on this website so that residents can monitor the status of the pool remotely!

You will need to visit the website at: <https://www.cellbadge.com/leeland/>

Follow instructions and prompts to register yourself using a valid email address and a valid cell phone number. You will receive a one-time PIN to complete the registration process. Clicking the link will bring you back to the registration page to complete your sign-up for the Leeland Station pool facility.

You will need to enter the required information (including photos) of each household member.

You MUST upload a current picture ID for each member of your household, ages five (5) and older. If you do not upload a picture ID for each member ages five (5) and older, the pool registration will NOT BE VALIDATED, and your household members will not be able to attend the pool. You are also required to accept the "Terms" (Pool Rules) in order to complete the registration process. Failure to do so will result in the Pool Registration not being validated. The program will not allow you to proceed.

Included in this package is the 2022 LSCA Pool Policy and Rules. In addition, you can retrieve additional copies of this document and all our pool information on our Leeland Station Website, leelandstation.org, posted on the Leeland Station CellBadge pool website, and the Connect Resident Portal.

Since this is a brand-new pool pass management system for 2022, **all residents will need to register for the pool regardless of previously issued pool passes.**

If your account is delinquent or your lot has an active violation, your request for registration will not be validated until the account is brought current and/or the noted violation has been brought into compliance.

If you do not have access to the internet or a smart device, please schedule an appointment with Property Management to get registered for the season.

If you have any questions or need additional assistance, please contact Property Management at XXXXX, or you can send an email to Kori Lee at Kori.Lee@fsresidential.com

Leeland Station Board of Directors

CellBadge Registration Process:

First Step: One (1) official Owner or registered Tenant in the household will need to **request access online** at <https://www.cellbadge.com/leeland/> by completing the **Initial Add Request** (located on the left-hand side of the website) with your contact info as a residing Homeowner or as a registered Tenant (Renter) with the right to use the amenities.

Not Approved Yet? You need to register.

Initial Add Request One Time Only

Once you are approved, you do not need to do this again. ADMIN will need to approve your request to be added. Once they approve your request, you will get an email and text. Then you come back to this page and follow the instructions on the right side of the page.

Household Last Name:	<input type="text"/>
Find Your Address:	<input type="text" value="Start Typing..."/> <input type="button" value="Q"/>
Street Address:	<input type="text"/>
Mobile:	<input type="text" value="9999999999"/>
Email Address:	<input type="text"/>
Emergency Phone:	<input type="text" value="9999999999"/>

Can match Mobile number

To complete the request for access, you will need to provide your primary household last name, Leeland Station address, phone number, and email address.

Your request will be reviewed and verified by Management when received. Once the information provided is verified, you will receive a confirmation email advising you to proceed to the second step. If additional information is required, you will be notified of the documentation needed to complete the request.

If you are a **Tenant** requesting access, we will need:

- A current copy of your lease on file.
- A completed **Homeowner Transfer of Facilities Privileges to Tenant** form.

Second Step: Follow the link provided in your confirmation notification. For security purposes, you will need to request a single-use PIN using the same email address and mobile phone number provided in the first step.

Registered Previously or Approved

Enter or Update Household Members

For security purposes, you need to enter your email or mobile number to request a **single use PIN**. This PIN will be sent to you via email and text and you will be automatically directed to the page to enter the PIN. Once you enter the PIN, you will be at the page to enter all your household members. **Don't forget to add yourself.** You can also update or make changes here as well. Once you log in, the PIN number is no longer valid and if you exit from the page, you will need to go back and request another PIN to log in again.

Email Address:

Mobile:

Request PIN

The PIN will be sent to you via email and text message, and you will be automatically directed to the page to enter the PIN.

Received your PIN? Enter it here.

PIN Verification

Enter it below to get to your registration form.

PIN:

Register

Third Step: After you enter the PIN successfully, you will then be directed to the page to enter all your household members. **Please do not forget to add yourself as a household member. Do not add anyone not living in the home as they are considered guests.**

Upload a clear, close-up **photo** for each member by clicking the camera button next to their name. Photo identification is required to enter the pool. If you get an approval email, *you are registered!*

Household Information

Please verify and complete the form below:

Last Name:

Address:

Primary Mobile:

Primary Email:

Emergency

Phone:

Can match Mobile number

Household Members

Please add or modify your household members. **Include yourself!!!**

First Name	Last Name	Relation	Gender	Cell Number	Action
Demo	Unit	Adult		7032662020	
<p>+ Add Member</p>					

By checking this box, you agree to facility rules. [Click here](#) to review facility rules.

Complete Registration



Photo Identification is **required** for all Members to enter the pools. If a resident is unable to upload a photo, a lifeguard can take one with a tablet at the pool when presented with a valid **photo ID** with **Leeland Station address** listed.

If a resident wishes not to have a photo on file, they must present a valid photo ID with their Leeland Station address at **EACH** visit to enter the pool. **This applies to both adults and minors.**

To avoid complications and slowing down the check-in process, we recommend all residents complete the CellBadge process as intended, with a photo on file for each member.

To complete registration on this page you will need to read and agree to [2022 LSCA Pool Policy and Rules](#).

Please note that you must complete **all three steps** prior to coming to the pool to swim this season. **Pool passes from previous seasons will not be accepted.**

Please note - with our new online system, pool membership could be revoked anytime during the season for the following reasons:

Finance Balance / Covenants Violation

Any property not in **good standing**, e.g., account balance with Finance and/or open violation with Covenants, can be marked "Invalid" and temporarily denied access to pools.

Expired Lease for Tenant Registration

If the lease on file for Tenant Registration expires, the status of the CellBadge account will shift to "Invalid" and access to the pools will be temporarily denied.

Household Behavioral Incident

A Member's status can be marked "**Banned**" if Pool Rules are not followed. The length of time will be determined by the LSCA Property Management to be discussed with offenders and/or guardians of minors.

If you should have any issues accessing the pool throughout the season, have any questions on the CellBadge process, or need further assistance, please contact our Property Management at Kori.Lee@fsresidential.com.

Sincerely,

Laurie Buffington
Portfolio Community Association Manager
(540) 388-5028