

Dear Homeowner:

**Welcome to our new community web site!** The purpose of the web site is to improve communications within the community and allow owners like you to quickly and easily access your personal information, as well as the happenings in your community.

The site has both public and private (resident-only) areas. To access the resident-only portions, you must log in to the site using the user name and login provided to you by our management company. If you have not received your user name and login, please complete the login request form to request one.

Below are the community web site's features. Only those features with an asterisk (\*) in front of them are available to non-residents on the public portion of the web site.



- **User Profile:** Your user profile contains all of the information about your online identity, as well as any information about yourself that you are willing to share with other owners in the community. Any information entered here will display in the address book for other logged in owners to look up, except your login name, password, and security level.

NOTE: You must enter your e-mail address into your User Profile to fully utilize many of the features on the site. We highly recommend you add at least this information to your user profile.

Changing your login name: You may change any of your personal information on the website, including your login name and password by logging in and clicking User Profile.

- **Account Info:** This is the most private part of our website, for your eyes-only! Clicking this link will display the data the management company has on record for you regarding the following items—last payment amount, last payment date, check number, last update date, work order history, architectural requests, and CC&R violations history.
- **What's New:** This page will display any additions that have been made to the website from the last time you visited the site. You may also list new items from a specified number of days.
- **Address Book:** a searchable database of all community homeowners as well as board members and other authorized personnel. This information is provided for your convenience, and may be removed at the discretion of the board.
- **Announcements:** here you can find the latest community announcements. If you have an announcement to make, please complete the web content submission form.
- **Shopper's Classifieds:** Here you can find ads from local businesses who have a service or product to offer you.
- **\*Classifieds:** Here you can find ads from community members who have a service or product to offer you. If you wish to place an announcement, please complete the web content submission form.
- **Boards/Committees:** This is a complete listing of all Boards and Committees within the community. It can include information about meetings, in addition to names of individual members and their function. (ie Joe Smith - Board President)

- **Documents:** Community Documents are displayed in this area.
- **\*Eforms:** These are automated forms that provide a conduit between you and the management company and community officers.
- **Email Bulletins:** You can sign up to receive regular emails about various community related subjects. This feature will push out information from the web site to you, instead of you having to always visit the site and look for updates.
- **Events Calendar:** This displays a monthly view of all events. By drilling down on a particular date, all events for that date will be displayed. By clicking on the event, a more detailed description is available. If you have an event to add, please complete the web content submission form.

If you wish, you may import community calendar events into your personal calendar. This generates a comma delimited text file, which you can save on your computer. The file may then be imported into Outlook, Excel, Access, and many calendar programs.

- **\*Facilities:** Information about your community facilities, including a pictures and rules.
- **\*Garage Sales:** Tell as much as you want about what you have available for sale. This ad will show up on the public site as well, so people outside your community can see it as well. If you wish to announce a sale, please complete the web content submission form.
- **\*Homes for Sale:** If you are selling a home in your community you can advertise it here. You can post a picture of your home and list all the information a buyer would be interested in. If you wish to place a home for sale, please complete the web content submission form.
- **\*Homes for Rent:** If you are thinking about renting out your home, this is an ideal place to advertise. The information is available on both the public and private portions of the web site. If you wish to place a home for rent, please complete the web content submission form.
- **\*Home sites for Sale:** If you are selling an empty lot in your community you can advertise it here. You can post a picture of your lot and list all the information a buyer would be interested in. If you wish to place an empty lot for sale, please complete the web content submission form.
- **Hot Links:** This is a categorized list of interesting web sites both locally and globally.
- **Live Chat:** This is a family-oriented place where logged in site members can interact instantly with each other on subjects of interest. Occasionally, the board may announce scheduled chats for the community to participate in. Look for notification of these in the announcements section.
- **Message Board:** This is like a "slow motion" chat room where conversations can play out over days or weeks. Post a comment, question or problem here and others can read it and reply to it whenever they want.
- **Requests & Questions:** Here you can post a message or question to specific people right from the web site, such as board members or the community manager.
- **Reviews:** Here a category can be set up - such as PLUMBER and then write a review on a particular plumber! Share your thoughts with your neighbors.

- **Volunteer Needs:** If you need one or more volunteers for a community event/activity/committee/etc., these needs can be posted here. If you wish to place a volunteer request, please complete the web content submission form.
- **Surveys:** Look here for occasional surveys on community centric topics. Each homeowner can vote one time on each survey. Summarized results are available for all to see (not individual vote information)

We hope that this has answered some of the questions that you may have had regarding the website. We look forward to seeing you on the site on a regular basis!