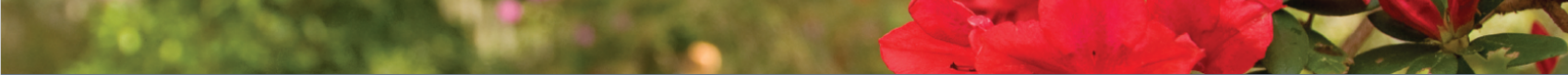




Vista CAM's Portal Guide



- Owner
 - My Account
 - Dashboard**
 - Make a Payment
 - My Items
 - My Contact Info
 - My Login
 - ARC Request
 - Submit a Request
- Association
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 - Directory
 - Documents



Community Association Inc.

Owner Dashboard

My Board Tasks
ARC Request - 2
View All Board Tasks...
Account Information - Balance: \$0.00
Upcoming Assessments
Annual Assessment \$250.00 on 01/01/2020 for
View Account...
Open Issues - 1
Service Request - Review Request
Read More...

This section represents your dashboard which provides a general overview of all your activities.

Credit/ Debit Card Payments

For credit/ debit card payments, click on the "Make Payment" link below you will be directed to a third party website. There you can make payments that will be applied directly to your Association's account. Please be advised that a processing fee is charged for this service.

Select a property to pay

Property	Balance	
HOMEOWNERS ASSOCIATION, INC.	<u>\$0.00</u>	Make Payment



PAYMENTS



REQUESTS



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FAQS



CALENDAR

Here you can review your balance and make payments.

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Community Association Inc.

My Items

Welcome to your My Items page! This page allows you to follow activity on requests submitted through the *Submit a Request* page and any open tickets, which we refer to as "Action Items." Action Items displayed here include all activity for your property or properties over the last 30 days. This can include any resolved or voided activity.

Click on the drop down arrow next to each Action item displayed to see any messages sent to you and recent activity related to that item. Click "Reply" to send a message about your item.

	XN	Address	Type	Step	Description	
▶	● 38784		Service Request	Review Request	checking portal with temporary password	Reply

When you submit requests the status and details will be displayed here.

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Community Association Inc.

My Contact Info

General Communication Preference

Paper

Billing Communication Preference

Paper

Note: Electronic-only associations will ignore Paper preference

Email Label

Email

Phone Label

Phone

Mailing Address

Property:

Directory Preferences

- Hide Name In Directory?
- Hide Email In Directory?
- Hide Phone In Directory?

“My Contact Info” allows you to update your email address and phone number. It also allows you to reveal what information is shown in the portal’s directory which is visible to homeowners.

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Community Association Inc.

My Login

Change your user name or password for this website.

Please note that this will not update your email address for communications. Please visit the "My Contact Info" page to update the email address for communications.

eMail

Password

[Update Login](#)

PAYMENTS



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CALENDAR

The “My Login” section allows you to change your password. It is highly recommended to change it after receiving your temporary login.

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Community Association Inc.

ARC Requests

Which Property Work To Be Done

Provide complete details of the work to be done.

Estimated Project Start Date Estimated Project End Date

Download and fill out the appropriate ARC Form to attach.

- .CCP - ARB Application - Checklist - 2019.pdf
- ARB Application - CCP.pdf

Attach ARC Form and Other Documents (10 MB upload limit)

You can submit ARC (also known as ARB) Requests here. It is as simple as downloading the ARC forms provided, filling them out, and attaching any additional info before submission.

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Submit A Request

Thank you for using your Owner's Portal! Here you will be able to easily select from four options to help communicate with your management company about association related matters.

Billing Question: For questions related to your account balance, select "Billing Question" from the drop down menu as your request type.

Service/Maintenance Requests: Service/Maintenance Requests are a great way to report property damage or maintenance concerns specific to your unit or common areas within the community. Please be sure to describe the problem with plenty of detail including specific location or area of concern. Submit separate requests for each individual issue reported.

General Question: For all other inquiries, or if you are unsure where to start, please submit a "General Question" and we will be happy to help guide you!

Choose a Type of Request

(Choose a Request Type) ▼

For Which Property

▼

Please provide a detailed description of your request.

Attach documents to help describe your request (10 MB upload limit)

Select files...

Submit

You can submit Access Requests, Service Requests, Billing Questions, and General Questions here.



Community Association Inc.

Calendar

Stay up to date with events going on in your community.

Change the Calendar View Here



Today			Friday, November 01, 2019-Saturday, November 30, 2019	Day	Week	Agenda	Month
Date	Time	Event					
09 Saturday November, 2019	8:00 AM-4:00 PM	Community Yard Sale Community-wide yard sale. All homeowners/renters welcome to participate. Signage will be provided on the main roads surrounding the community.					
18 Monday November, 2019	6:30 PM-7:00 PM	Special Board Meeting Special board meeting to finalize Rules & Regulations amendments.					
28 Thursday November, 2019	all day	Thanksgiving Day					



PAYMENTS



REQUESTS



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FAQS



CALENDAR

Any activities listed on your community Calendar will be listed here. Holidays are also listed for your convenience.

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Community Association Inc.

Directory

Homeowners			
Homeowner	Address	Phone	EMail
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
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PAYMENTS



REQUESTS



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FAQS



CALENDAR

This is a directory for your community. This lists the community's addresses with the homeowners name, phone number, and email if they allow it.

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Documents

Documents

- Documents
 - Amenities
 - Architectural Requests (ARC)
 - Bank Statements
 - Board Resolutions
 - Budgets
 - Check Images
 - Community Correspondence
 - Contracts
 - Financials
 - Financials - Board
 - Forms
 - Governing Documents
 - Insurance Policy
 - Invoice Images
 - Meeting Minutes
 - Paint Colors
 - Reserve Study
 - Welcome Packet

Documents regarding your association will be listed here.