ASSOCIATION MANAGEMENT SERVICES, LLC

DOING MORE THAN EXPECTED

APPFOLIO OVERVIEW

For Homeowners & Board Members

appfolio
PROPERTY MANAGER

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WHY USE APPFOLIO?

Association Management Services is excited to offer an online service, called AppFolio. This app allows a fast, easy, and secure way to pay dues and other charges online, view payment history, submit architectural reviews, communicate with your CAM, and view various documents. Members can even elect to receive communication from AMS electronically via AppFolio.

> *"We chose to add AppFolio as a result of the direct value the app provides our communities. By using AppFolio, we enhance our communication and provide powerful tools right to our members' fingertips."*
> - *Nikki Lawniczak, Owner/CAM*

Members can login to AppFolio by using their email and individually created password. Our Homeowners Portal can be easily accessed from any mobile device by downloading the mobile app, by selecting the "Homeowners Portal" tab on our website, or by visiting our website at this direct link: https://assocmgmtservices.appfolio.com/connect/users/sign_in

Association Management Services utilizes AppFolio Management Software to assist with communications, accounting needs, and more. One example of how we use the app is that our accounting staff uploads any accounting data in AppFolio on a daily basis into our accounting system for reconciliation. We also send various communications to all members using the app, such as our bi-monthly AMS newsletter.

MEMBERS AND BOARD BENEFITS OF APPFOLIO

With AppFolio you can perform all your association tasks from your online portal, accessible from anywhere and any device. Here are some benefits:
- Online portals for homeowners and board members
- Access to Association Calendar
- Enhanced communication, including text/email
- Pay dues and assessments online
- Submit architectural request
- Access to association documents
- Submit maintenance request
- All-in-one board management

By using AppFolio, members can:
- Say goodbye to paper checks! Members can instantly and securely pay dues and assessments online via eCheck, debit, or credit card. Members even have an option to set up automatic payments. *Please note*, there is a minimal charge for paying through the app.
- Stay up-to-date on what's going on in your community with the Association Calendar.
- Effortlessly submit architectural requests, discuss logistics, and maintain transparency with in-app messaging.

- Easily submit maintenance requests for common areas as members spot them, directly from their mobile device.
- Digitally access CC&Rs, meeting minutes, and other association documents, saving members from searching for hard copies or calling your Community Association Manager (CAM) or board.

By using AppFolio, board members can complete all their association duties and confidently lead their community from anywhere, on any device. Board members can:

- Track and manage all architectural communications online and enable all approvers to review the same information.
- Be empowered with instant access to important happenings in their community with the Association Calendar.
- Stay in the loop on decisions and conduct approvals for invoices, contracting bids, and more.
- Keep their association running smoothly and keep members happy with a convenient mobile app that creates positive customer experiences.
- Have the resources they need to be an effective board member, from shared documents to reports.
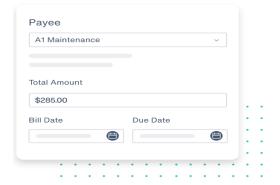
ASSOCIATION FINANCIALS WITH APPFOLIO
The following are specific benefits of using AppFolio for financial and accounting purposes.

Powerful accounting

Accounting is the backbone of your company, and that's why it's at the heart of AppFolio's comprehensive community association management software. Real-time data, expansive bank integrations, and automated tools give you the edge you need to keep your boards informed and happy.
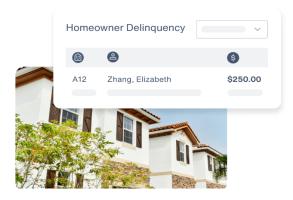
Automated Accounts Payable

Take our Smart Bill Entry feature to a whole new level by automating your entire Accounts Payable task set. From receiving invoices to data entry, Automated AP processes your invoices for you, so you can eliminate manual entry and free up more time to focus on the future of your business.

Increase efficiency and accuracy with a solution that scales with your business:

- Automatically scale AP to meet your monthly demands
- Pay only for usage
- Eliminate manual scanning and data entry
- Increase the speed of invoice processing
- Boost accuracy

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Homeowner Delinquency

A12	Zhang, Elizabeth	$250.00

Detailed reporting

AppFolio's reporting tools provide your boards with the visibility they need into the financial health of their association. Easily adjust and sort columns and fields to tailor the format to what works for you. Drill down into specific items within a report to get even more detail to help make smarter business decisions.

Build trust and deliver accurate financials by providing reports like:

- ✓ Multiple fund account reporting
- ✓ Cost center reporting
- ✓ Delinquency reporting
- ✓ Board member packets

Smart Bill Entry

Smart Bill Entry uses AI technology to automatically process invoices with ease and speed, allowing your team to spend less time on manual entry and more time on the work they need to focus on.

Smart Bill Entry reads PDF invoices, identifies key information, and automatically enters that information into AppFolio. Instead of manually transcribing every field of every bill, all you have to do is review and approve.

With Smart Bill entry, you can:

- ✓ Increase efficiency
- ✓ Automate manual processes
- ✓ Improve data accuracy

Smart Bill Entry

Bill Details   № 0001

Scanning PDF...

Streamline your Accounting Workflows

Online Payments

Homeowners can easily make online payments directly from the AppFolio Online Portal and set up autopay to ensure timely payments. Payments can be made via credit card, debit, or eCheck. Please note, there is a minimal charge for paying through the app.

Board Approvals

Board members can easily sign checks and approve invoices through their AppFolio Online Portal, ensuring that association business can move quickly. Ask questions and resolve issues related to association business through in-app communication without having the pick up the phone.

Vendor eCheck and Bill Pay

Pay vendors directly from Appfolio via paper checks that are printed and mailed for you. If you foresee yourself needing to set up additional accounts to your bank, utilize AppFolio eChecks and BillPay that simplify the ACH set-up process, and ensure that all outbound payments are secure with multi-factor authentication.
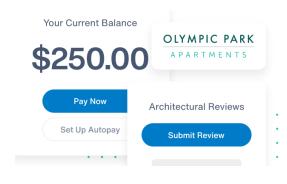
COMMUNICATION WITH APPFOLIO

The following are a few benefits of using AppFolio for communication purposes.

Community Association Manager

Hi Homeowners! Just letting you all know that the clubhouse is going to undergo some monthly maintenance starting next week.

Thanks for the heads up!

Text and email

Quickly and easily send texts and emails to your homeowners, board members, and vendors right from their contact record in AppFolio, and be immediately notified of replies. Additionally, you can send texts and emails in bulk to entire associations, so you can effortlessly share important documents and association information. All communications are also stored in a system of record for easy retrieval.
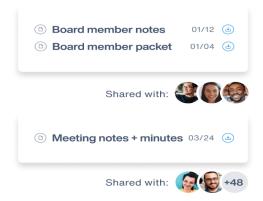
Shared documents and folders

Quickly share important documents with board members and homeowners directly through their AppFolio Online Portal. In a few clicks, you can upload documents like CC&Rs, meeting minutes, and community directories for residents to access whenever they need them. In addition, documents can be easily organized and unshared as needed.

Board member notes   01/12
Board member packet   01/04

Shared with:

Meeting notes + minutes   03/24

Shared with: +48

Your Current Balance

$250.00

OLYMPIC PARK
APARTMENTS

Pay Now

Set Up Autopay

Architectural Reviews

Submit Review

Online Portals

Open the lines of communication with robust online portals that homeowners and board members can use as a one-stop-shop to complete tasks and access information from anywhere. Homeowners can easily check their Association Calendar, submit architectural and maintenance requests, approve board business and communicate with management through in-app messaging. You can share documents and simple request forms, providing a seamless customer experience to residents, while saving your team time from one-off calls and emails.