

## **(Your Association) now has it's own website**

We will no longer have to wait a month or two for the next Board meeting to discuss issues we are concerned about. Now we can go online to our own website to get our fellow owners, Board members and Management Company engaged. But to be effective we must get as many of us as possible to register by signing on.

This site provides us with two major user capabilities:

- Tools to provide online communications among us
- Tools to buy, sell, or rent a unit

### **How to sign on:**

Go to <<http://condosnapshot.com>> and register. Next login to your **Home** page and proceed as follows:

### **Add your condo/townhouse information:**

The first thing you will need to do is add information about your Condo/Townhouse. Click on "**Enter your Condo/Townhouse Information**" (under "**What would you like to do?**"). The site will then direct you step by step how to proceed. Some of the unit information is "optional" so you do not need to fill it out at this time. Its main purpose is to help you sell or rent your unit but for now we want you to concentrate on how you can exchange information among our association members. Next it will ask you to identify your association.

### **How to identify which association you belong to:**

At the end of the above process it will list associations near the zip code that you entered for your unit. Choose **(Your Association)**. If you have more then one condo simply click on "**Enter your Condo/Townhouse Information**" to add information about your additional condos.

## What's next?

There are three components that provide communication tools and you can access them by clicking on your Association's Link (that you picked or when you added your unit) under "**My Association**" in the left hand column.

1. A **bulletin board** where topical information is posted (click on "**View Bulletin Board**" top right hand side)
2. A **documents library** where archival information (CC & R's etc.) are stored (click on "**View Documents**" top right hand side)
3. A private **Forums** section (found under "**Navigation**" left hand side) where all association owners that have registered can comment on issues, whether major, or just for fun.

There is also a quick e-mail section that allows you to send messages to our Management Company or call them in case of emergencies. (Click on "**SHOW CONTACT INFORMATION**" located on the right hand side under "**INFORMATION**")

Please tell your fellow owners about our web site and urge them to sign on. The more of us that participate the more significant our voice will be to create a better association. Please contact me with any problems you encounter with the site or suggestions you have about adding more stuff.

(Signed by web master liaison member)

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