AMCS
Asset Management & Consulting Services, Inc.
P.O. Box 62109
N. Charleston, SC 29419

Dear Homeowner:

Welcome to our new community web site! AMCS has created this web site 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.

  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 within a specified time period.

- **Address Book:** a searchable database of all community homeowners as well as board members and other authorized personnel. **You must have a "Resident" password to access this feature.** This information is provided for your convenience and may be removed at the discretion of the board. If you do not want to be in the online address book, please email us.

- **Announcements:** here you can find the latest community announcements. If you have an announcement to make, 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 times and dates of meetings, in addition to names of individual members and their function. (ie Joe Smith - Board President)

- **Documents:** Community Documents are displayed in this area. Documents such as Covenants, ARB Guidelines and applications.

- ***Eforms:** These are automated forms that provide a conduit between you and the management company and community officers. Look here for these forms: Login request

form, Architectural Change request form, Violation report form, and Website submission form.

- **Email Bulletins:** You can sign up to receive regular emails about various community related subjects. This will feature will push out information from the web site to you, instead of the 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.

- ***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.

- **Hot Links:** This is a categorized list of interesting web sites both locally and globally.

- **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.

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!