







# CiraNet Resident Portal Presentation

Exceptional Management for Your Community. Delivered.

### Accessing the Resident Portal

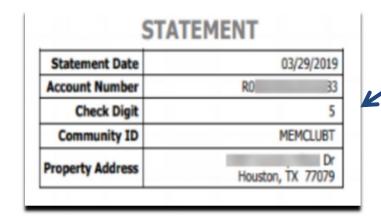
Begin by visiting the RealManage website at www.realmanage.com, or the GrandManors website at www.GrandManors.com Navigate to the **Access Portals** Menu on the right Select Owner/ **Resident Portal** RealManage from the drop Our Services Access Portals About Us Blog Contact us down menu POVERED BY CIRACONNECT Management / Board Portal Owner / Resident **Portal** -2636 **Grand**Manors MANAGEMENT SERVICES ▼ TECHNOLOGY CAREERS **ABOUT** ▼ BLOG CONTACT PORTALS ▼ Management / Board Owner / Resident

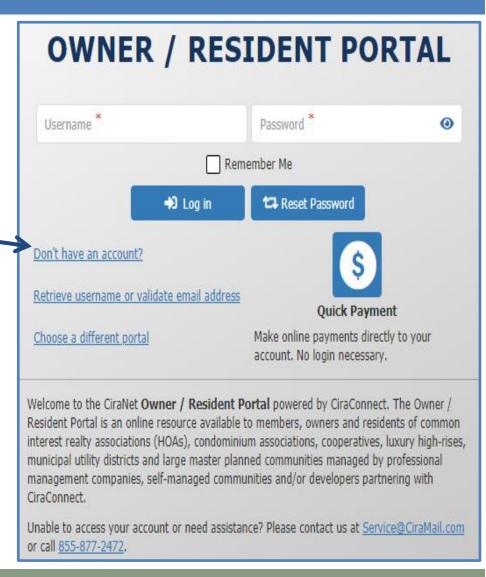
### Registering Your Account

 Click the orange login button to proceed to the login screen LOGIN TO OWNER / RESIDENT PORTAL

Upon your first visit, click on Don't have an account?
 to register

To register, you just need your Account Number,
 Community ID, and Check Digit from any statement

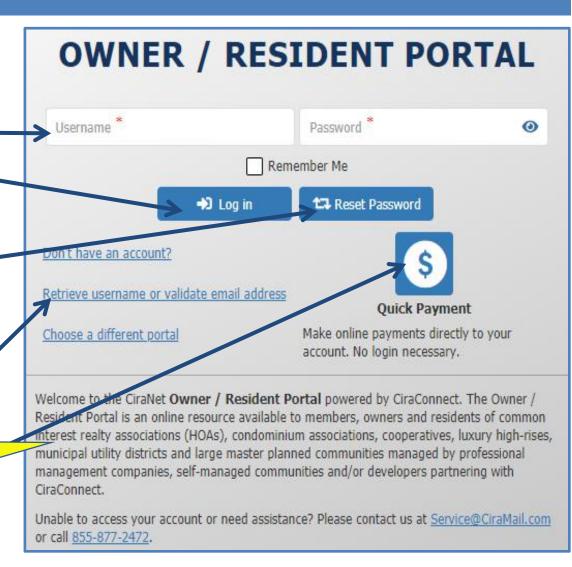




### Logging In

- After registration, to log in, enter your Username and password and click Log In
- If you have forgotten your password, select Reset Password to change it
- If you have forgotten your Username, select Retrieve Username

Once registered, you can make a Quick Payment directly from here without logging in!



#### My Dashboard

When there are active announcements, they will immediately pop up upon login



- After reading, close Announcements by clicking on the x in the upper right hand corner
- You can revisit the announcements at any time by clicking the hyperlink under Announcements on My Dashboard

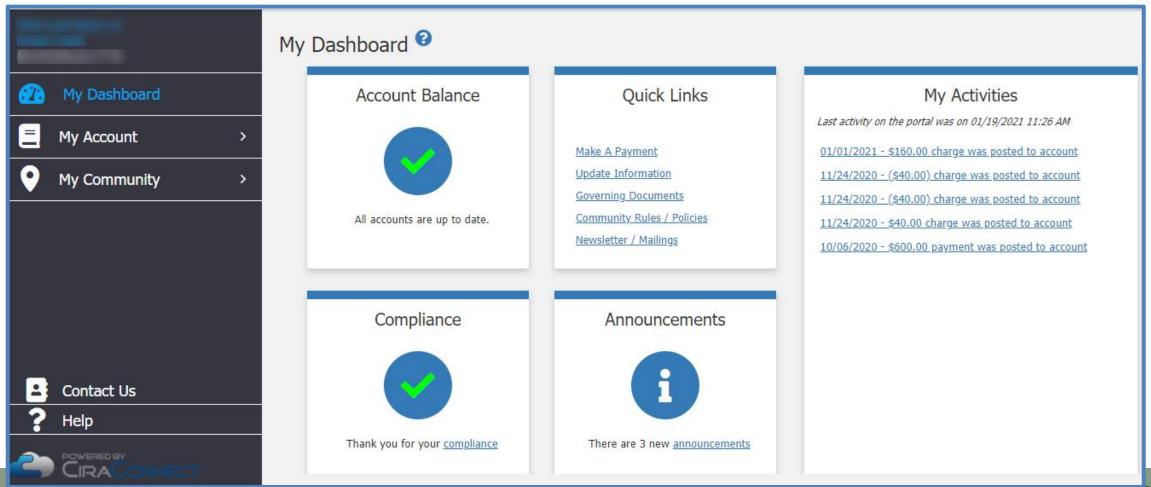




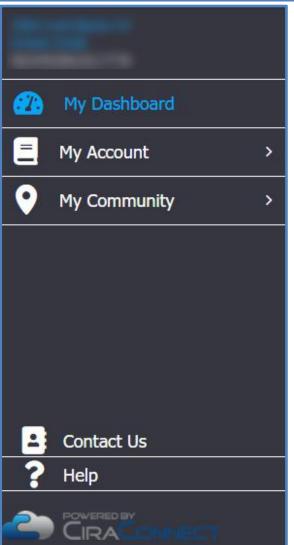


#### My Dashboard

After closing any active announcements, My Dashboard will display a quick account overview including account balance, recent activities, and Quick Links to other features



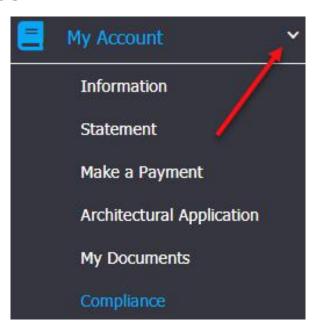
#### Menu

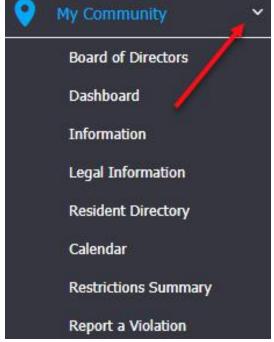


 The Menu on the left separates your individual account information (My Account) from the community information (My Community)

Clicking the arrows on the right expands each section to reveal

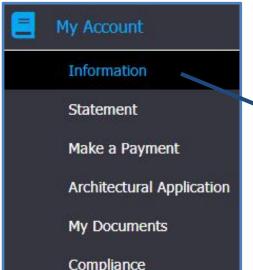
its features







Contact Information



First on the My Account menu is Information

Account Information 2

Mailing Address

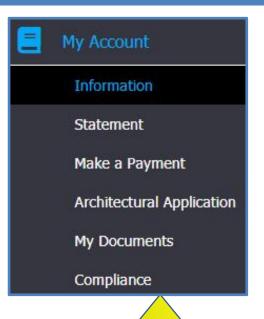
**Property Information** 

Owner:

The first of four tabs shows Property Information, including assessments

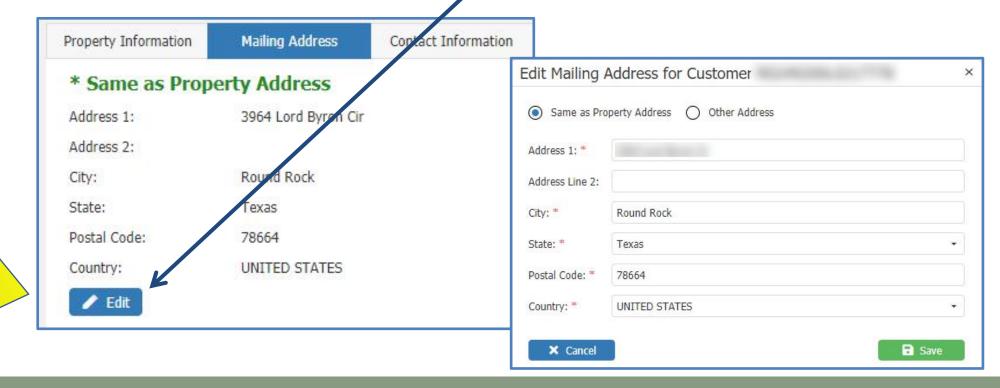
Directory Sharing

My Documents	Account #:	Address: Lot:	
Compliance	Phase: Assessment Rules S	Block: Section: Summary for Fiscal Year 2021 (10/01/2020 - 09/30/2021)	
	Rule Type	Rule	
	Regular Assessment	Assessment amount is due on the 1st day of each QUARTER.	
Misplaced your bill?	Finance Charge	A finance charge of 12.00% per annum using simple compounding based on a 365 day year.	
Forgot your	Annual Discount	An annual discount equal to \$40.00 can be taken if payment of the full year's worth of assessments is received no later than Oct 1st of the full year's worth of assessments is received no later than Oct 1st of the full year's worth of assessments is received no later than Oct 1st of the full year's worth of assessments is received no later than Oct 1st of the full year's worth of assessments is received no later than Oct 1st of the full year's worth of assessments is received no later than Oct 1st of the full year's worth of assessments is received no later than Oct 1st of the full year's worth of assessments is received no later than Oct 1st of the full year's worth of assessments is received no later than Oct 1st of the full year's worth of assessments is received no later than Oct 1st of the full year's worth of the full year's worth of assessments is received no later than Oct 1st of the full year's worth of the full year's wort	hat yea
assessment amount	Closing	Initial Assessment Amount - DCCR 6th Amend, Sec. 7.7 Transfer Fee: \$300.00. Working Capital Amount: n/a.	
ind due date? Not a		ges Summary for Fiscal Year 2021 (10/01/2020 - 09/30/2021)	
problem; you can	Type Rule		AR Rui
find that information right here!		s are LATE in the amounts specified after these dates: [\$10.00 After 11/29, \$10.00 After 12/30, \$10.00 After 1/30, \$10.00 After 2/27, er 3/30, \$10.00 After 4/29, \$10.00 After 5/30, \$10.00 After 6/29, \$10.00 After 7/30, \$10.00 After 8/30, \$10.00 After 9/29]	

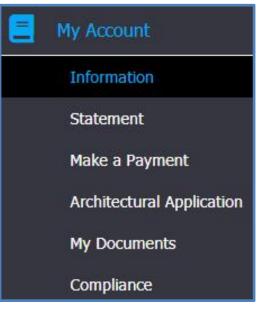


Do you spend winters in a warmer climate? Change your mailing address before you leave and change it back when you return home!

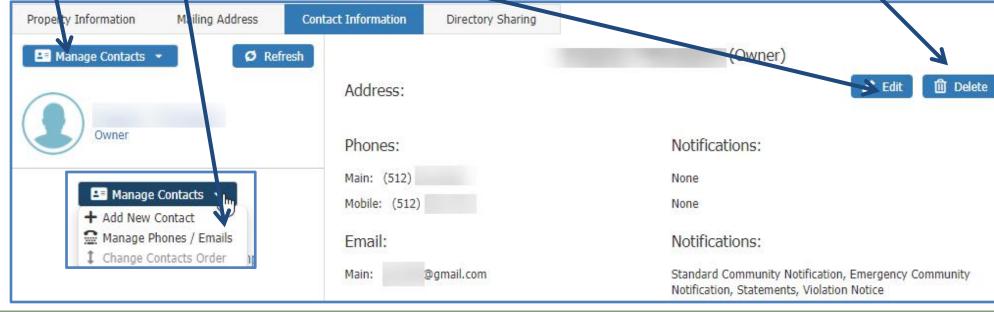
- The second tab displays your Mailing Address
- Update your mailing address from the Edit button when you need your mail sent to a location other than your property (most commonly used when owners rent their property)



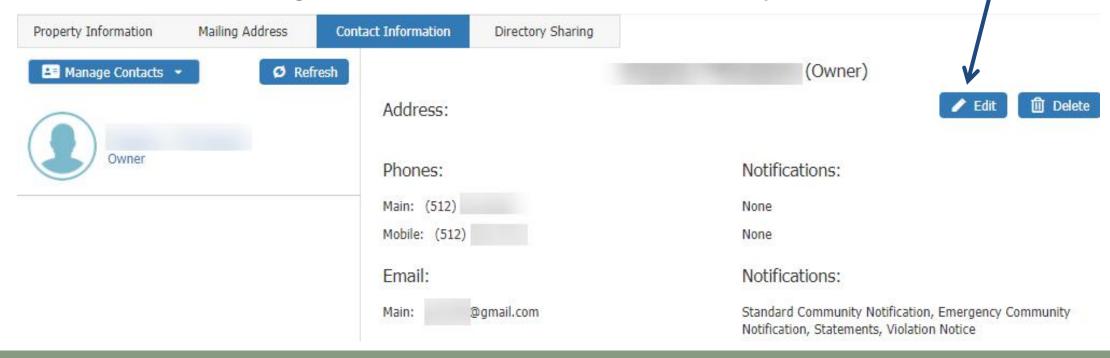




- The 3rd tab **Contact Information** allows you to add as many contacts as you need (household members, tenants, etc.) from Manage Contacts
- After adding new contacts, multiple phone numbers and email addresses can be added for each from Manage Contacts\Manage Phones-Emails, or from Edit
- Contacts no longer needed (ie, former tenants) can be deleted



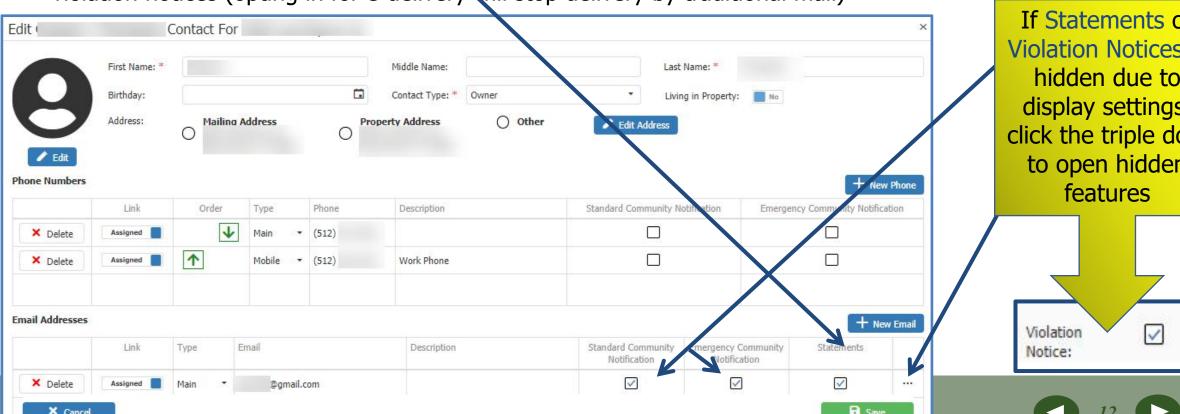
- The Edit button on the Contact Information tab allows you to tailor communication preferences for each contact
- This is where you can opt in or out for community mass e-mails, electronic delivery of statements and/or violation notices (where allowable)
- Each contact can be configured with different communication preferences



#### **Under Email Addresses:**

- check/uncheck the Standard/Emergency Community Notification boxes to opt in/out of mass community e-mails
- check/uncheck the Statements box to opt in/out of e-delivery of account statements (opting in for e-delivery will stop delivery by traditional mail)

if enabled, check/uncheck the Violation Notice box next to the Statement column to opt in/out of e-delivery of violation notices (opting in for e-delivery will stop delivery by traditional mail)

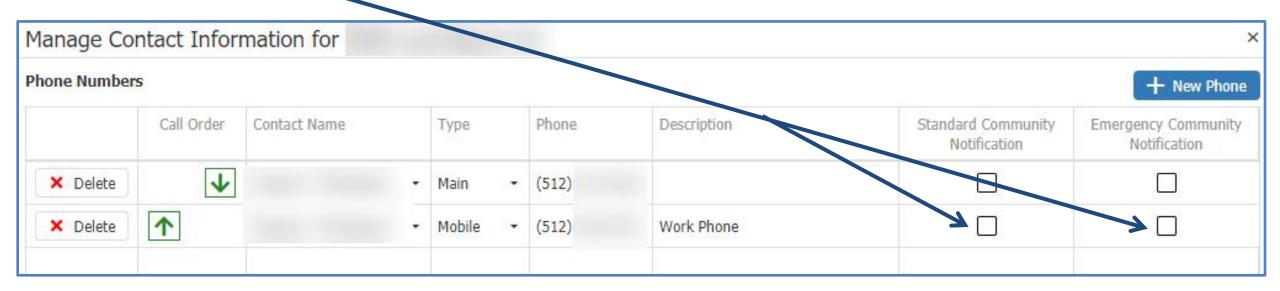


If Statements or **Violation Notices is** hidden due to display settings, click the triple dots to open hidden

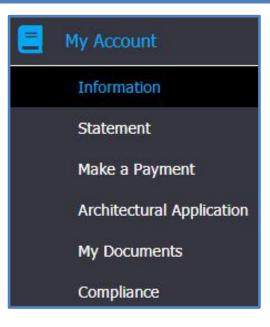




 Under Phone Numbers, if your community has opted in for our mass texting service, check/uncheck the Standard/Emergency Community Notification boxes to opt in/out of mass texts



Please note, this feature is only activated if the Board of Directors has opted in for this
optional feature (additional fees apply), and will only function on a mobile phone

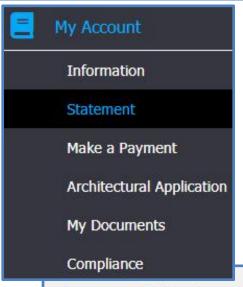


- The fourth tab displays the Directory Sharing options
- All addresses appear in the Resident Directory (under My Community)
- Opt to display your name and/or contact info with other residents in the Resident Directory by clicking the No boxes to change them to Yes.

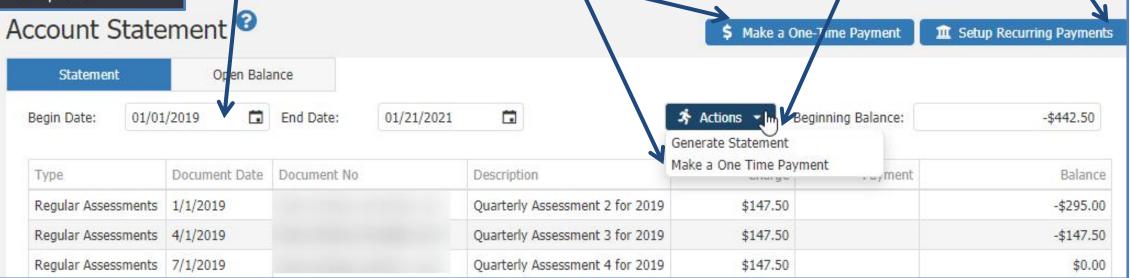




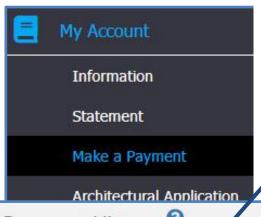
#### My Account - Statement



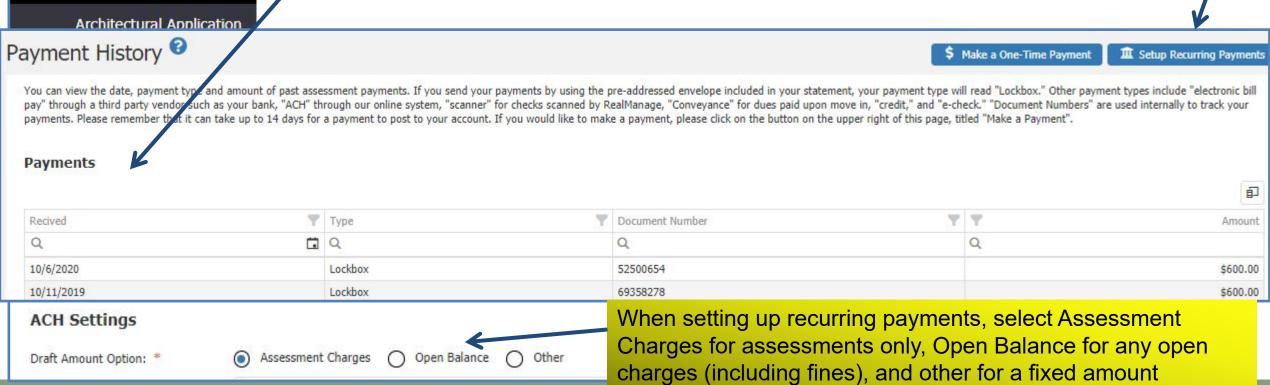
- Next on the My Account menu is Statement. Here you can view your account ledger, including all charges and payments
- Change the date range in the Begin Date and End Date boxes to view a longer or shorter period of time
- Generate a .pdf statement from the Action button
- Make a one-time payment, or set up recurring payments (ACH)



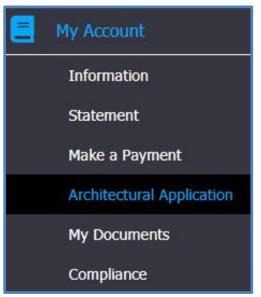
### My Account - Make a Payment



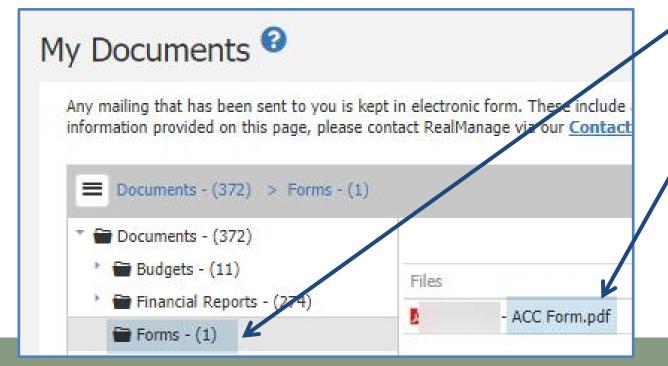
- If you don't need to review your statement on the prior tab first, come directly here to make a one-time payment or set up recurring payments (ACH)
- View your payment history to confirm application of prior payments



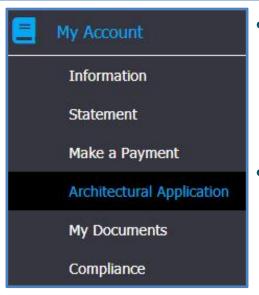
### My Account - Architectural Application



- This module allows you to submit your Architectural Application for faster processing, bypassing the need to send via mail or e-mail
- To get started, go to My Documents\Forms, and download the ACC Form
- Complete the form and gather any other documents required to be submitted with the form (ie, a Plat of Survey, paint color samples, etc.)



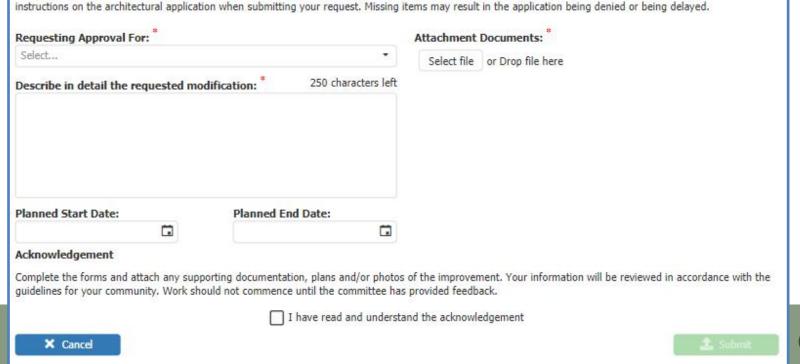
### My Account - Architectural Application



 Next, navigate to the Architectural Application module and click on Add New Improvement Request



Fill in all the fields, upload your completed form, upload other required documents, check the Acknowledgement box, and click Submit

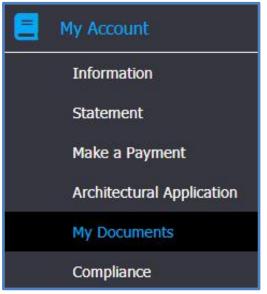


This application has been prepared to enable you to request approval from the Architectural Committee for any changes of your home. Please be sure to follow all

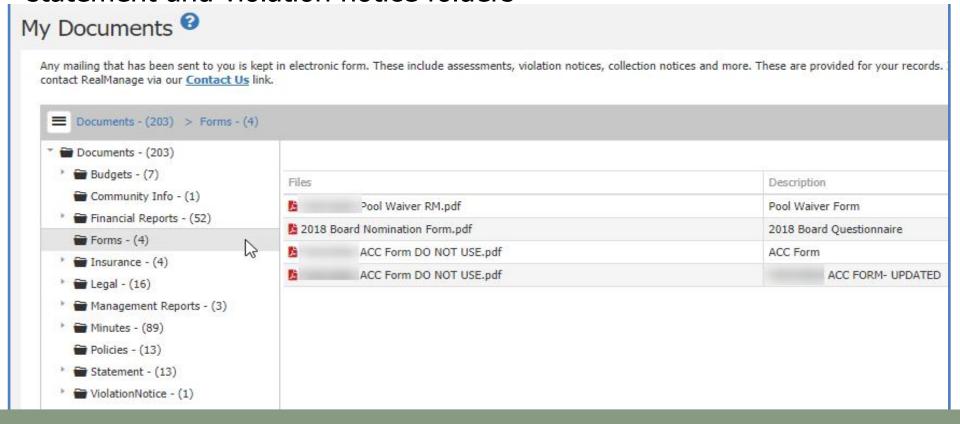




# My Account - My Documents

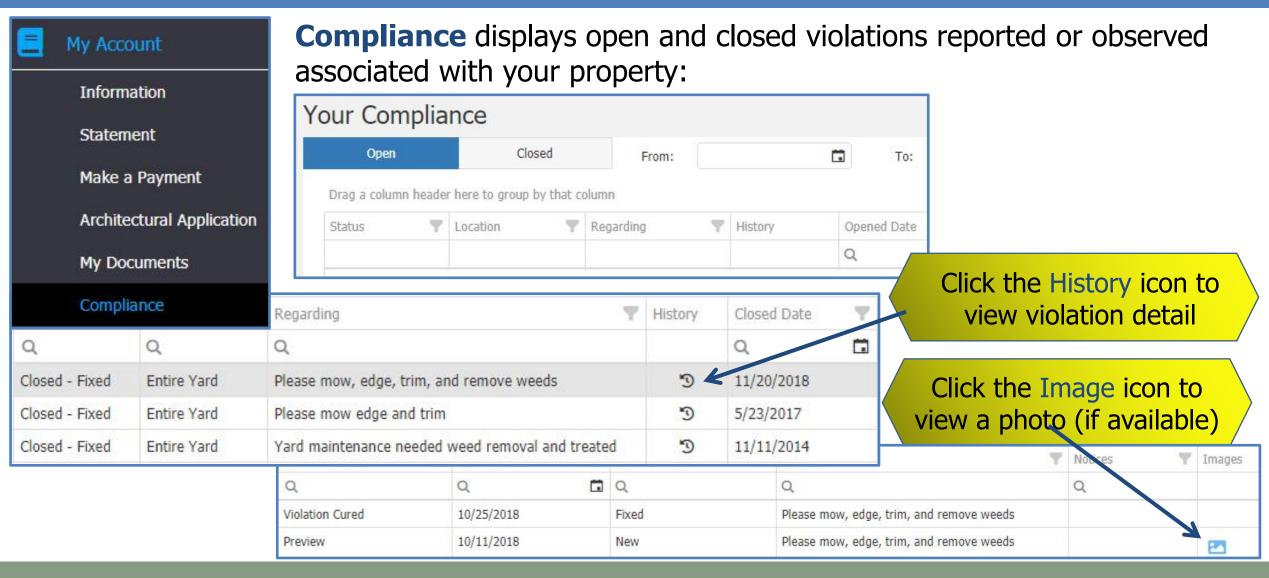


- Access community documents (budgets, forms, legal documents, minutes, etc.) under My Documents; your governing documents are under Legal
- View statements or violation notices sent to you via mail or e-mail in the statement and violation notice folders





### My Account - Compliance



# My Community - Board of Directors

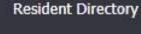


- View a list of the current Board of Directors
- Displays board member names, positions and elected terms
- Contact information is confidential, as they are unpaid volunteers who
  have contracted with us to handle the day to day communication
- Rest assured we will forward your emails to the board for their review and get back to you with their response; we are your liaison

Name	Company	Term Begins	Term Exprires
		11/12/2018	1/19/2023
		11/12/2018	1/19/2023
		1/29/2018	1/28/2022
		1/28/2020	1/28/2022
	Name	Name Company	11/12/2018 11/12/2018 11/29/2018

# My Community - Dashboard

View the financial and deed restriction violation status of your community My Community **Board of Directors** Operating Fund - TTM Expenses / Allocation Cash And Investment By Account Dashboard Operating Fund Reserves/Allocation Maintenance \$354160.14.68% \$211650, 29% Information Replacement Fund Landscape Union Bank \$166898.42.32% \$46144.68, 696 Legal Information



Calendar

Restrictions Summary

Report a Violation





Operating

Expenses

\$114456.36, 1696.

Click on the three horizontal lines on the upper right of each image to save it

 $\equiv$ 

Management Fee

\$29209.77, 4%

Professional Fees

\$15066.14, 2%

\$50864.63, 6%

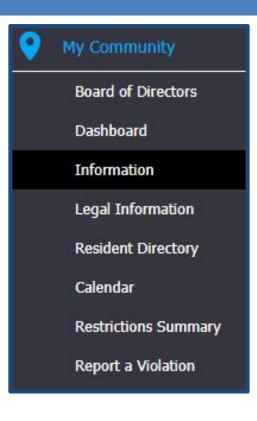
\$38993.15, 5%

Print

PNG file

JPEG file

### My Community - Information



**Information** displays community information including:

- Amenities (pools, parks, etc.)
- Annual Meetings
- Board Meetings
- Trash pick up
- Inspection frequency
- Reporting deed restriction violations
- Insurance agent

#### **Property Inspection Frequency**

Twice monthly

#### Reporting Deed Restriction Violations

To report a deed restriction violation, please log onto submitted by a resident will be automatically added to ou

#### **Insurance Agent**

Watkins Insurance Group

@watkinsinsurancegroup.com

p: 512f: 512-

#### Amenities & Access Control

Park/Playground, Open: Park Hours: Open from 8:00 a.m. untill sundown. Tennis courts close

Community Pool with Splash Pad & Kiddie Pool, Open: Pool Hours of Operation: Open 10 a.m

Pool House, Open: Open daily 10 am - 9 pm, 7 days a week, 365 days a year Adults Only Sw

Tennis Courts, Accepts Reservation, Open: Tennis courts are open from dawn till 10 PM. Back

#### **Annual Meetings**

"The first annual meeting of the Members, for the purpose of electing directors and transactin shall be held within one hundred twenty (120) days after the end of the fiscal year of the Asso Elementary or otherwise determined by the Board of Directors

#### **Board Meetings**

"The Directors of the Association will hold the regular or special meetings within reasonable tr adequate communication. The annual meeting of the Board of Directors shall be held without of

#### Trash Pick Up

Tuesday is trash pick up and recycle is picked up every other Tuesday (June 7, 21, etc.).

Service provided by Rour Rock Refuse:
http://www.roundrock...se.net/

http://www.roundrock\_se.r Phone: (5 255-4

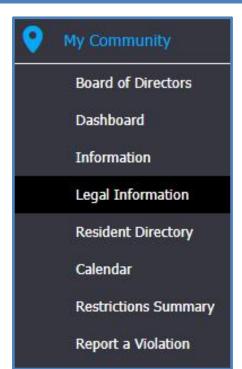
Stione: (5 4555

#### Sample





# My Community - Legal Information



Displays assessment remittance address & legal information extracted from

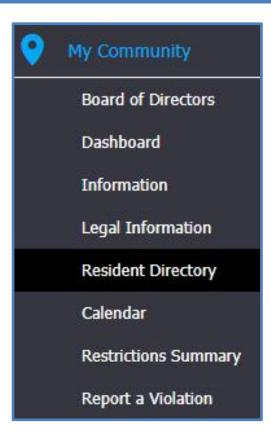
your governing documents, including:

- Architectural Requirements
- Annual & Special Meeting Requirements (including election terms)
- Assessment Classes
- Assessment Increase Requirements
- Special Assessment Requirements
- DCCR & Bylaws Change Requirements
- Declarant and/or Builder
- Audit Requirements
- Incorporation Date

#### Assessments Remit Address Payment Processing Center C/O RealManage 2633 McKinney Ave #130-502 Dallas, TX 75204-2581 **Architectural Requirements** An architectural modification request must be submitted for annovasubmit an architectural approval request Special Meeting Notice Requirements Not less than 15 nor more than 50 days Architectural request auto-No auto-approval (see Article VI of the D Foreclosure Type **Judicial Board Of Directors Terms** Assessment classes 5 directors for 2 years each term, terms Class A = all owners, entitled to one (1) vote per Lot ownedC land) on the happening of either of the following events, whic Annual Meeting Notice Rec Not less than 15 nor more than 50 days Annual Increase Requirements board majority vote (more directly, "sole and absolute discreti manner as aforesaid;. All such regular Assessments shall be d discretion." hual Meeting Quorum Re bers for all meetings of the Sample Assessment Increase Notice Period

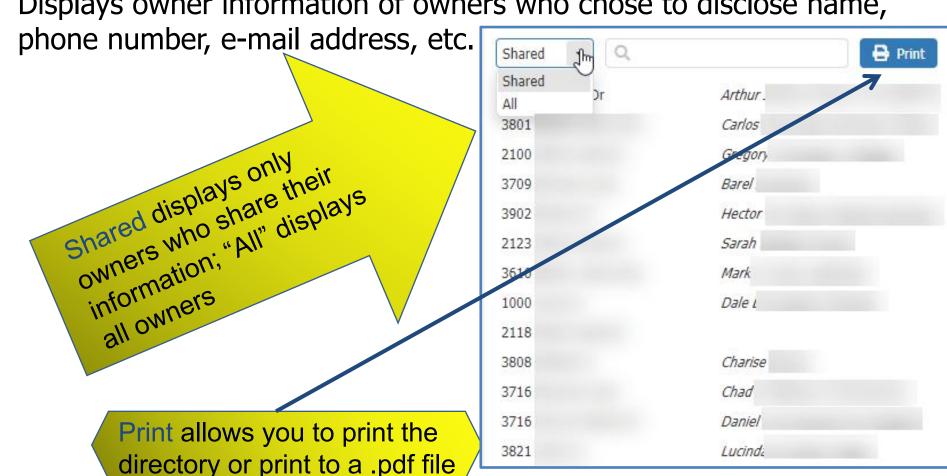
No Requirement

# My Community - Resident Directory



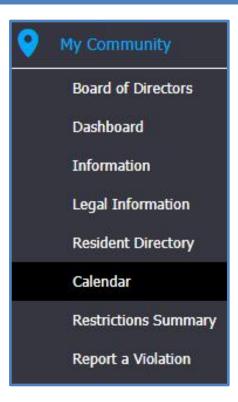
**Resident Directory** displays a list of all addresses in the community

Displays owner information of owners who chose to disclose name,





### My Community - Calendar



- Calendar displays board meetings, annual meetings, special meetings, community events, etc.
- Amenity calendar displays dates a community amenity (ie, clubhouse) has been reserved (in applicable communities)

Month

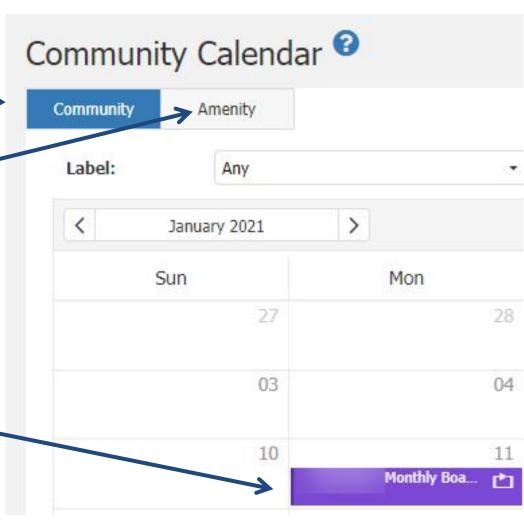
Click a calendar event to display more details

Week

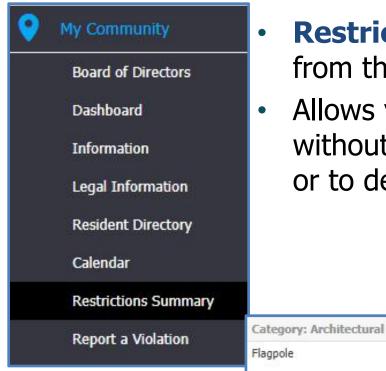


Work Week

Day



# My Community - Restrictions Summary



Restriction Summary displays a summary of use restrictions extracted

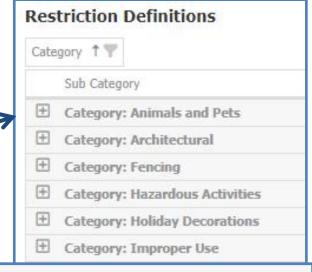
from the governing documents

3.8

 Allows you to easily review use restrictions without getting your documents out to verify rules or to determine if something is a violation

Architectural Guideline - Section 3.

Click on the + to expand a category and reveal its sub-categories



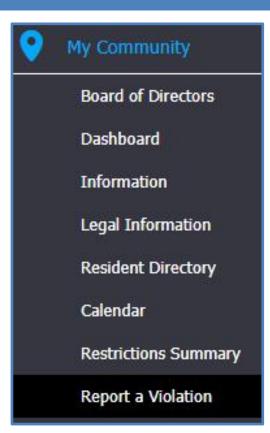
"...The flagpole may be installed on the front, side or back of the home. No more than one building mounted flagpole may be installed with a length not to exceed six feet (6'). No more than one ground mounted flagpole may be installed not to exceed 20' in height. The flagpole must be set back from the property line at least 125% of the height of the flagpole and not located in the road right of way (first 10' from the street) nor the public utility easement (usually the next 15' of each lot)...The flagpole should be of a color that blends or complements the color scheme of the house..."

To bring this property into compliance, please submit written plans for your improvement specifying the overall height, pole construction and proposed location to the Architectural Control Committee as soon as possible.

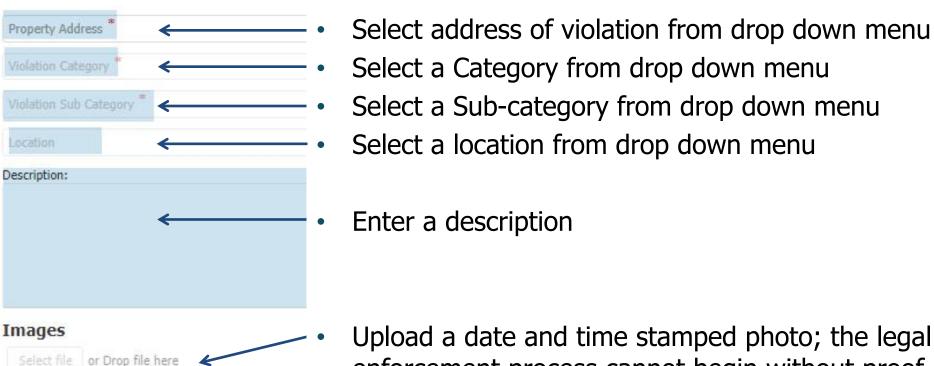




# My Community - Report a Violation



**Report a Violation** offers a quick and convenient method to anonomously report violations observed in your community



Upload a date and time stamped photo; the legal enforcement process cannot begin without proof

Click Submit Violation •

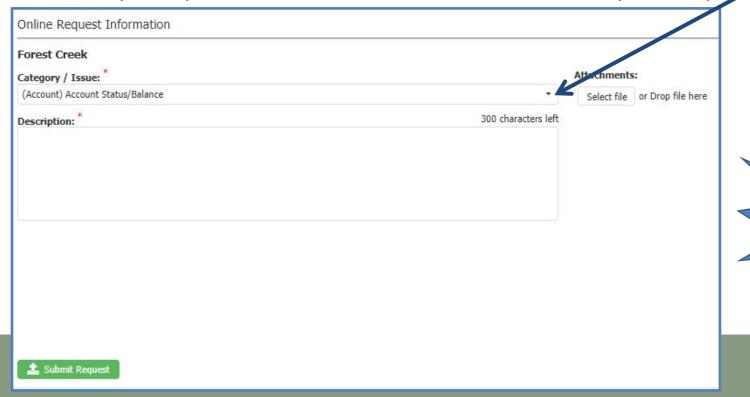


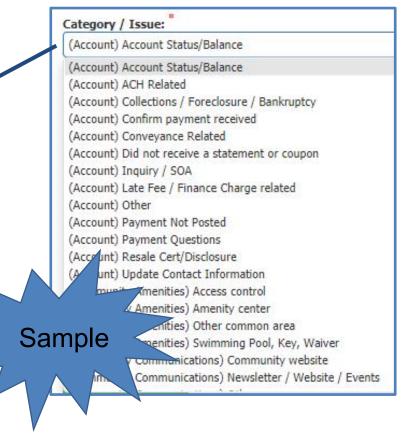




#### Contact Us

- Contact us with any questions or concerns, submit an architectural modification request, or report a violation in a non-anonymous manner (Use the previous Report a Violation feature to report anonomously)
  - Select a Category / Issue from available drop down menu
  - Upload a document, such as an ACC form
  - Describe your question, issue or concern and submit your request

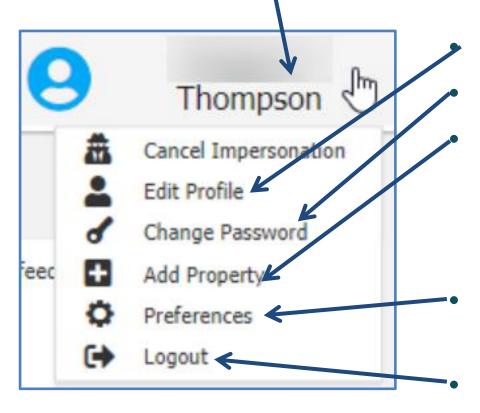




#### **User Preferences**

Modify your account settings by clicking on your name in the far upper right hand corner of the Resident Portal.

**Property** 



Edit Profile - upload a photograph of yourself
Change Password - change your password
Add a Property - if you own multiple properties,
"link" them together for accessibility from one
account (using one login for all) from Add a

Preferences - set your time zone preference and rounding preference for numerical information Logout - log out of the Resident Portal

#### Thank You!

Thank you for spending some time with us learning about the convenient information and services available to you on the **Resident Portal**. The best way to get better acquainted with the portal is to log in and start exploring! We hope this information will help you feel more comfortable doing so. Please don't hesitate to contact your management team with any

questions.

