

Select Community Management, LLC



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Community Websites:

Select Community Management, in cooperation with your Board of Directors, Advantos Systems, Hometastic.com, Condocerts.com and Community Association Banc, have implemented services by way of the World Wide Web to provide enhanced communication, access to your account, and additional banking services to better serve your needs as a unit owner. This letter is meant to explain the services available and how you can access them from your own computer at home, at work, or while you travel. This letter is rather long, and we apologize for that, but we felt it necessary to fully explain these resources and how you can access them.

Please save this letter and use it as a reference to help in familiarizing yourself and your family members as you use the system to stay informed and when you need help in connection with your ownership in the Community, providing a means for contacting us on the web.

Select Community Management provides a website at www.thecondopros.com. This website is used to provide information about your management company and about condominium living. There are various links to other websites that may be of interest to you or your friends and neighbors.

In addition, a website is available just for your community that provides unique information focused on your community only. You can gain access to these websites by opening your web-browser and going first to www.thecondopros.com (For future fast navigation to this site, add our site to your "favorites"). Then select the navigation button labeled "Communities". This will take you to a list of communities. Find your community and click on the name of your community. This will take you, by way of a link, to your community's individual website. You may wish to add this site to your favorites too

NOTE: Both your Community's website and the www.thecondopros.com website present the capability of contacting Select Community Management, by using the Contact portion of the site. Both of the websites also contain various forms, which may be useful for you in the future.
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Signing into your Community Website:

On the mailing label affixed to this letter, there is a code (ex: 16*2445) preceding the name on the label. This code is a combination of your community (client) number and your unit number. The Community number is the first number, which precedes the asterisk. The unit number is the number following the asterisk and is the number which uniquely identifies your unit, and which you would use to sign-in to the "Special Services" area of your community website. The first time that you sign-in to the Special Services area on the website, you will need to create a password.

Click on the Special Services navigation button. The screen will display an area to enter your unit number and your password. (In some cases, you may be required to enter your client number [also known as your Community number]) The first time that you go to this area, enter your unit number and then skip past the password and click the login button. A screen will appear asking you several questions and then asking for you to create a password. After you have created the password, the system will return you to the login screen. (Be sure to write down your unit number and your password. You will need these two items in order to enter the special services area in the future.) If you lose your password, the system will email your password information to the email address on file with the Association. If your email has changed, please contact Select to update our records.

A word about pop-up blockers:

The reports program available on your community website utilizes pop-ups (extra windows for dialog) in order for you to choose among alternative report formats for the system to recognize the characteristics of the report that you are requesting. Many web email scammers also use pop-ups in advertising materials. All web browsers and many web service providers automatically provide “pop-up blockers” to minimize or eliminate many marketing schemes used by web spam emailers. When requesting reports, if you use windows internet explorer as your web browser, at the top of your screen, a message will appear giving you the option to turn-off the pop-up blocker when visiting this site. You must turn-off all pop-up blockers to avail yourself of any of the specialized reports from your community website. Some computers have multiple pop-up blockers depending upon the software in your computer. If you are unable to access reports, please contact the Select Office and we may be able to help you turn-off other pop-up blockers.

Credit Card and echeck arrangements:

Community Association Banc offers credit card and echeck services to unit owners through arrangements with Select Community Management. A link appears on your Community website for access to Credit Card and echeck processing. The Bank charges a sliding fee based upon the amount of the charge, in connection with this service. You may access this service by clicking the navigation button on the home page screen for your community. This navigation will take you to the Community Association Banc website. In the lower right side of the home page, you may select credit card or echeck processing. You will need to have a payment coupon available in order to provide the appropriate coding for the transaction you are requesting. Be sure to read and fully understand the fee structure and arrangements for making any payment through this system.

We are proud of our association with our partners in providing web services to our communities and believe such services are essential in providing management services to communities. We believe these services will enhance communication and owner understanding of community association living. As time passes, we expect to make enhancements and add to the content of your Community’s website. Please be patient as the website is developed and any comments or suggestions you may have to improve the website or services to the community will be most appreciated. We understand that web activities are not for everyone. Some of our unit owners don’t even own a computer and will never use these services. But for many, this will be a welcome improvement in services they have come to expect from their service providers. Please feel free to contact us at Select with your comments (734) 663-1900.