

WELCOME LETTER – LAKES OF MOUNT DORA

Dear Lakes of Mount Dora Owner or Resident:

Welcome to our new community web site! The purpose of the web site is to improve communications for members of the Lakes of Mount Dora Property Owners Association and tenants living in the community. The site will also allow you to quickly and easily learn about happenings in the community.

This site has both public and private (owner / resident only) areas. To access the private portions, you must log in to the site with the user name and login provided to you. If you have not received your user name and login password, please complete the login request form to ask for one.

The community web site's features are shown below. Only the features with an asterisk (*) in front of them are available to the general public. All other features are only available after you have logged in.

Features with a pound (#) in front of them will be launched later, after the bulletins and announcements news features are first launched.

- **What's New:** This page will show any new additions that have been made to the web site within a specified time period (e.g. in the last seven days, or since your last login).
- **My Profile:** This feature has four sub-sections, or tabs:
 - **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, such as your telephone number, email address, and from where you moved. Any information entered here can be displayed in the private address book for other POA members to use for look up, except your login name and password. By default, most of the information fields start out hidden from the address book, or blank. You can clear the "Hide from Address Book" check boxes and enter other information you want to share such as your occupation or birthdate.
 - **Subscriptions:** Here you can subscribe to email bulletins regarding various community topics such as community events, committees, and / or property management.
 - **#My Documents:** This area is not used in LoMD. It might eventually have copies of leases or Architectural Review Committee approvals.
 - **My eForms:** Copies of eForms you have submitted will show here for 90 days.
- **Account Info:** This is the most private part of the web site, for your eyes only! Clicking this link will display the data the management company has on record for you as an owner regarding the following:
 - Payment information, including last payment amount and date
 - Work order history (e.g. for irrigation repairs)
 - Architectural Review Committee (ARC) requests
 - Violations history.

The above information will not be displayed for Tenant records, only for owners.

- **Activities and Clubs:** Information about Board approved clubs and activities is shown in this section. You can get contact information, meeting days / times, locations, and other data.
- **Events Calendar:** This displays a monthly view of all scheduled events that are open to all residents. 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 Add an Event submission form.

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- **Volunteer Needs:** If you need volunteers for a Lakes of Mount Dora community event / activity / committee, these needs can be posted here. If you wish to place a volunteer request, email the Property Manager.
- **Announcements:** The latest community announcements will be shown here. If you have an announcement to make, please complete the Add an Announcement form.
- **Classifieds:** If you want to show a personal item for sale (not as a business), please complete the Classified Ad Submission form.
- **#Amenities:** Information about the community amenities is shown here, including hours of operation. Contact the Property Manager for more information.
- **#Message Board:** This is like a “slow motion” chat room where conversations can play out over days or weeks. Post a comment, question, or problem here and other Property Owners Association members can read it and reply to it if / whenever they want. Please remember our terms of service and do not post anything that would cause your message to be removed. Also, please do not expect the Board or the Property Manager to respond to questions on the Message Board. Use the other web site features to contact the Board or the Property Manager.
- **#Homes for Sale:** If you are selling your home in the community, you can advertise it here. You can post a picture of your home and list information for a potential buyer. If you wish to list your home for sale on the community web site, please complete the web content submission form.

Remember that the Property Owners Association must approve a sale to any owners who are at not 55 years of age or older.

- **#Homes for Lease:** If you are thinking about renting out your home, this is an ideal place to advertise. The information is available on both the public and private portions of the web site. If you wish to list your home for lease, please complete the web content submission form. Remember that:
 - Homes may be rented a maximum of two times in any rolling twelve month period
 - The City of Mount Dora requires a rental license and inspection before a home can be rented
 - The Property Owners Association must approve a rental to verify compliance with the community Covenants and Restrictions, particularly with regard to the 55+ and the no resident under 18 age requirements.
- **#Homesites for Sale:** If you are selling your empty lot, you can advertise it here. You can post a picture of your lot and list information for a potential buyer.
- **Address Book:** The community address book contains information about all the owners of lots in Lakes of Mount Dora, and, if requested, also contains information about tenants. You may search by first or last name, or by street names. Once the initial list is shown, you can click on an entry to get more information.
- **Boards and Committees:** You'll find general information and membership on the Board of Directors and standing committees here.
- **Documents:** Many of the documents for the community are here, including the Covenants, Conditions, and Restrictions, forms, and minutes.
- **eForms:** The various eforms are located here, including Report a Violation, Irrigation Service Request, Owner Information Update, and many others.

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- **#FAQs:** This contains Frequently Asked Questions. There is some information there now and more will be added.
- **Feedback:** This section has areas to make a request or ask a question, and surveys, if any are open.