



[www.arrowcreek-hoa.com](http://www.arrowcreek-hoa.com)

*Professionally Managed By:*

Associated Management Inc.

*An ASSOCIA Member Company*

5955 Tyrone Road, Suite #1, Reno, NV 89502, Website: [www.amiusa.net](http://www.amiusa.net)

Phone: (775) 626-7333; Fax: (775) 626-7374; Email: [acservic@amiusa.net](mailto:acservic@amiusa.net)

---

## **ARROWCREEK HOA – ABOUT THE AC WEBSITE @ A GLANCE**

(rev 1-15-10/jmt)

### **HOW TO LOG ON**

Though a few items are available for view by the public, most of the information is secured and will only show as available to owners when they login. Owners can login in using their account number. Your account number is located on your payment coupon and your Welcome Letter. Or, contact AMI and we will tell you your account number. Once you create a login, remember to save the website as your favorite for easy access.

**WHATS ON THE WEBSITE** - The website is continually evolving, and more information is being added and/or finely tuned all the time. Information currently found on the website is as follows:

**THE HOME PAGE:** This is the first screen that you will see. This page is updated regularly. Announcements (i.e. board meeting dates, survey results, meeting agendas, events, etc ) and calendar reminders are itemized here. The annual meeting schedule is posted, so are important phone numbers at a glance . Generally, any mailings to the membership will be announced and/or posted on this page. For easy access, there is a link on the home page to all the HOA forms you might need (forms are also posted on their related pages). There is also a link to QuickPass on the homepage in the Amenities & Services area. And, of course, a link to this document.

### **OUR COMMUNITY:**

**Living in Our Community** – HOA Forms: Guest List, Vacation-Out of Town Notification, Vehicle Registration, Owner Info & Email Authorization, EAP (Electronic Assessment Payment), Committee Interest, ADRC Submittal, Resident Club Key Release, Resident Club Rental Agreement

**Calendar** - All meetings, events and activities are logged on the calendar. Committee Chairs can now post their meetings on the calendar. And, all reservations for the Resident’s Club are posted. You can now reserve the resident’s club online using the calendar website. Click “Add New Event” on the bottom of the page and follow the prompts.

**Newsletter** - The last six months of newsletters are posted.

**Minutes** – Board and annual meeting minutes of the last 12 months are posted.

**Photo Gallery** - Not much posted here yet, but we hope to have pictures soon.

### **Community Map**

**Committees & Groups** - Current committee members, Committee Charters, and the Committee Interest form is posted here.

### **Nearby Resources**

**For New Residents** – FOR ALL OWNERS, NOT JUST NEW OWNERS...This page includes the general information of the HOA. It includes information on everything from the various ways to pay your assessments, to gate access, to email options, to trash removal, to resident club information, etc.

**For New board Members** - General information for new board members or owners who have an interest to be on the board.

**Board Members** - Your current board of directors is listed here.

### SERVICES & AMENITIES

**Amenities** – This page houses information about the Resident’s Club, including contact information, forms, etc

**ArrowCreek Security** - This page houses information about Security, including contact information, forms, Quickpass Link, etc.

**Architectural Review** – This page houses ADRC (Architectural Design Review Committee) information, including ADRC Guidelines and submittal forms.

**Operations-Facilities (Grounds Maintenance)**– This page houses information on maintenance and Facilities Management, including the HOA snow removal policy, road treatment criteria, and an organizational chart of ArrowCreek Staff.

**Insurance** – A current HOA insurance certificate listing HOA coverage is posted

**Trash Removal** – Trash information is posted; rules, pick days, etc.

### HOMEOWNER ASSOCIATION

**How It All Works** – General information on homeowner’s associations

**Governing Documents** – Available for view only are Articles of Incorporation, Bylaws and CC&Rs (broken into 2 parts; Declaration 1 and Declaration 2). Available for view and print are the ADRC Guidelines, ADRC Submittal form, and Rules & Regulations.

**ADRC Guidelines** - This page houses, ADRC Guidelines and submittal form.

**Budget & Financial Reports** –This page house the current audit, budget, monthly financial report and reserve study (including the final Developer Turnover report and reserve study presentation from January 2009).

### BUY & SELL

**Classified Advertisements** - This section allows owners to post items for sale.

**Properties for Sale/Rent** – This section allows owners to post properties for sale or rent within ArrowCreek.

**Selling Your Home** – This section is where you can order resale documents if you are selling your property.

**Preferred Vendors** – Nothing posted yet

### OTHER

**Phone Book** - If you wish to enter your personal information for other owners to view, you can do it here. This is optional.

**Ask A Question** – Click here to contact the HOA. Ask for an account inquiry, send a message to the board, etc. (Note: you can also email directly to [acservice@amiusa.net](mailto:acservice@amiusa.net)).

**All Files & Documents** – All documents and files on the website are posted at a glance.

**FAQs** – General “Frequently Asked Questions” about Association living.

**My Preferences** – This section is where you store your personal settings.

**Pay Now** – This section allows you to make a payment on line using a credit card (extra fee).