

Web-site User Guide

Main Page (http://www.mssquare.org):

This page is meant for prospective co-owners and for current co-owners. It provides generic information on Main Street Square Condominiums; links to local newspapers, local radio stations local television stations; government and community links and association links. (Updated as required.)



Association Links:

- 1. **Board of Directors** Who they are, their Duties and Responsibilities. (Accessible to anyone)
- 2. **Property Manager** Maintenance Requests, Report Problems, Numbers and more (Accessible to anyone)
- 3. Association Owners Important Information for Co-Owners (Requires an ID and password to access) To gain access to the Association Owners page you must be an Association Owner and submit a request. Go to the following page to http://www.mssquare.org/subscribe.htm for instructions. The Association Owners page contains the following: Important Documents A searchable By-Laws document, a searchable Rules and Regulations document and Association newsletters past and present; Association Notices; Frequently Asked Questions; Maintenance Tips and Responsibilities; Property Management forms and documents, more continually added. (New documents add as required.)

Web-Site Mission Statement:

- To be the ultimate resource to be used by both owners and potential owners of Main Street Square Condominiums.
- To provide timely meaningful information.
- To provide an easy and organized interface to the information, keeping the depth of pages and the branching of pages to a minimum.
- To provide important owner only information.
- To provide links to other potential valuable community resources.



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To receive access to the Association Owner's Web Page:

To receive access to the Association Owner's Page please send an e-mail message to <u>webmaster@mssquare.org</u> with the word "ACCESS" in the subject and in the body of the e-mail please include your name and address.



To receive E-Mail Notifications:

To receive e-mail notification of association news, information, and events send an e-mail message to subscribe@mssquare.org with the word "SUBSCRIBE" in the subject and in the body of the e-mail please include your name and address.

To stop receiving e-mails, follow the instructions for subscribe but with the word "UNSUBSCRIBE" in the subject.

