

ACCESS TO BOARD PORTAL

Begin by logging into the [Owners Portal](#).



QUICK TIP

#1 If you don't have access to the Owners Portal, [register here](#).

#2 Contact your Community Manager to turn on access pages for Board members in the Owners Portal.

Once you've logged in, you'll notice the Board section at the bottom left of the page. These are the specific pages that only you as a Board member can access circled in red below.

The screenshot shows the UTOPIA HOA Owner Dashboard. On the left is a navigation menu with sections: Owner, Association, and Board. The Board section is circled in red, and a red arrow points to it. The main content area displays account information, upcoming assessments, recurring payments, and open issues. At the bottom are three large buttons: PAYMENTS, REQUESTS, and DOCS.

Owner

- Dashboard
- My Account
- Make a Payment
- My Items
- My Contact Info
- My Login
- ARC Request
- Submit a Request

Association

- Calendar & Events
- Directory
- Documents

Board

- Board Action Items
- Homeowners
- Collections
- Violations
- Work Orders

UTOPIA HOA

Owner Dashboard

For more information or to contact your Advisory Board, [click here!](#)

Account Information - Balance: \$29,226.45

Upcoming Assessments

Testing Percentage Import \$56.00 on 06/01/2018 Special Assessment \$101.00 on 07/01/2018 Special Assess
\$50.00 on 08/15/2018 Quarterly Assessment \$23,000.00 on 09/01/2018 for 625 Ocean View Circle

[View Account...](#)

Recurring Payments

Recurring Payments
No scheduled payments.

[View Recurring Payments...](#)

Open Issues - 29

PAYMENTS **REQUESTS** **DOCS**

To understand and navigate the main dashboard, here are some helpful tips.

Once you've logged in successfully your name will appear in the upper left corner of the page. In the center of the dashboard your current Account Information is displayed by default, showing any Upcoming Assessments and any Open Issues you may have.

To the left of the dashboard there is a menu with 3 sections: Owner, Association and Board. The Owner and Association sections will show on your Portal as well as on the portal of every Homeowner who has had a log in created.

OWNER

Within this section, you can do such things as: view your account, make a payment, change or update your contact information, select whether your information is viewable in the community directory, change your password and submit various types of requests.

ASSOCIATION

This section will allow you and all owners to view the Association Calendar and see upcoming events, view Owners (who have selected to have their information in the community directory), and view and download Association documents or forms.

BOARD

Only Association Board members will have access to the Board section, which will display various pages that can be used to manage their association.

In the center of the dashboard there are large orange icons, which are hotlinks to some of the tabs on the left side of the Portal. Clicking any of these icons will allow you access to homeowner driven tasks such as; making a payment, submitting maintenance requests, governing documents, association FAQs and the association calendar.

Owner Dashboard

For more information or to contact your Advisory Board, [click here!](#)

Account Information - Balance: \$9,728.99 ▲

Upcoming Assessments

Testing Percentage Import \$82.00 on 06/01/2018 Test \$510.00 on 08/01/2018 Landscaping Assessment \$60.00 on 06/15/2019 Monthly Assessment \$300.00 on 07/01/2019 Test \$510.00 on 07/01/2019 Test \$550.00 on 07/01/2019 for 305 Locksley Court

[View Account...](#)

Recurring Payments ▲

Recurring Payments

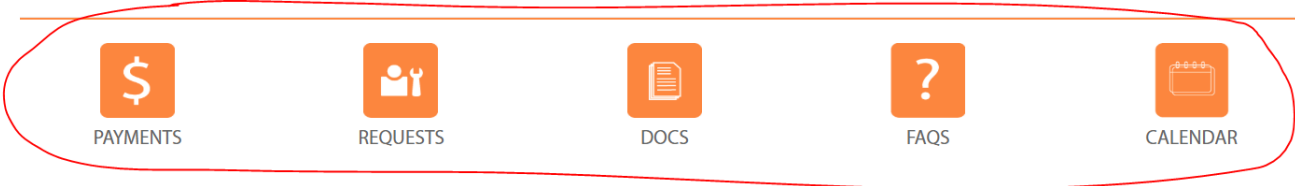
Auto Draft Scheduled Monthly on 10th for 305 Locksley Court


[View Recurring Payments...](#)


Open Issues - 2 ▲


- Association Broadcast Message - Message
- Association Broadcast Message - Message


[Read More...](#)




 **PAYMENTS**

 **REQUESTS**

 **DOCS**

 **FAQS**

 **CALENDAR**