**TULLS COVE HOMEOWNERS ASSOCIATION INC.**

**HOA Management Company Website**

[**www.hoamgtcompany.com**](http://www.hoamgtcompany.com)

HOA Management Company home page allows you to view your community page by going to the heading that identifies your type of HOA. Select the heading **“Homes”** and a drop box will appear showing each community we manage that are like yours. Go to your community and select it to open. Information pertinent to your community will be listed.

-Member dues Governing Documents Forms

-# of homes -Bylaws -Homeowners Info

-Insurance Carrier -Covenants -Draft Authorization

-Landscaping Company -Rules and Regulations

Maintenance Requests can be made by selecting this heading. A form will open for you to share your specific request and attach pictures if you have them. This will be forwarded to your Community Manager to schedule a work order.

Client Portal can be selected if you would enjoy seeing the activity on your member account. You will need to use the name listed on your member account and the email provided when your information was established. Payments, assessments, late fees, etc. that is specific to your property can be viewed with this access. Access to a video is provided to your left on this window so that you can easily navigate the sign in request. When completed your request for online access will be sent to your Community Manager to view and approve within 48 hours.

Online Payments can be made with your member number and last name. A processing fee is charged by the third-party vendor that Property Boss has arranged to handle this for you. If you would like to pay using a credit card or debit card the processor will charge ($2.95 + 3% of payment) to handle your payment. If you choose to use your checking account the cost will be $2.95 for the transaction. (Payments can be setup on automatic draft through the bank at no cost by submitting the draft authorization form to your community manager. You can also elect to send check or money order to HOA Management Company, 3107 Evans Street Ste B, Greenville, NC 27834.)

HOA Concerns is the place to go if you have concerns about actions or activities in your community that is in violation of the rules and regulations governing your HOA. Select this heading, complete the form and submit. Your Community Manager will receive your concern and contact you to discuss.

All maintenance requests and concerns must be submitted to your Community Manager in writing. If you have questions or need assistance with any of these items please contact your Community Manager.

Thank you.

HOA Management Company