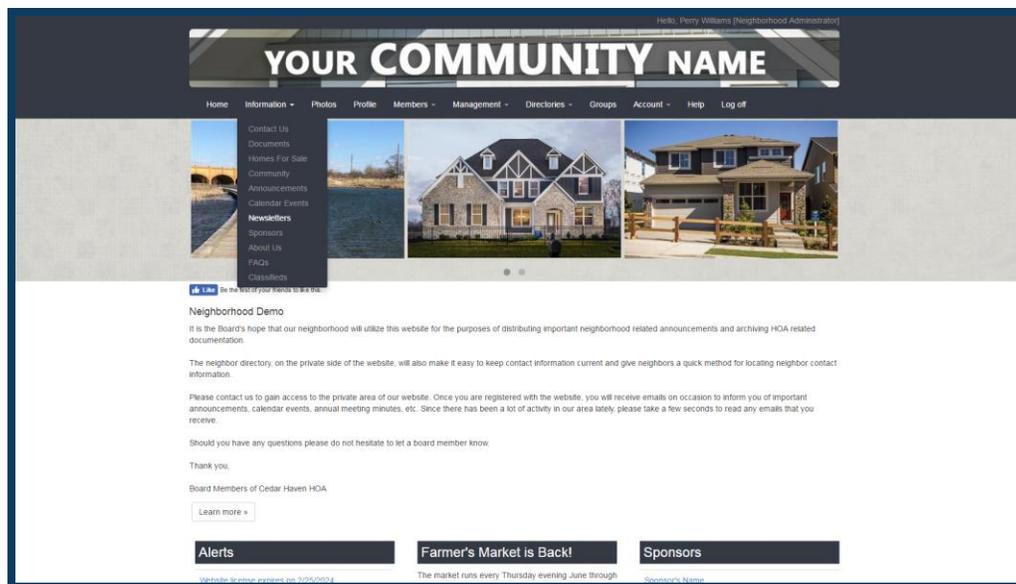




Dear Board of Directors,

As a member of a homeowner's association, you understand the time and effort it takes to serve the community in which you live. Managing finances, handling maintenance requests, attending meetings, resolving issues, and facilitating communication are just a few of the duties you perform on a regular basis.

With a homeowner's association website from ZavaSites, these duties and many more can be done quickly and efficiently, all at an inexpensive price.



CUSTOMIZABLE TO YOUR COMMUNITY

CUSTOM BANNER

CUSTOM THEME

CUSTOM FORMS

CUSTOM PAGES

CREATE CUSTOM LINKS

BLAST EMAIL NOTIFICATIONS

WEBSITE SPONSORS

INTUITIVE AND EASY TO USE

MOBILE FRIENDLY

ROBUST SET OF FEATURES

ALL FEATURES INCLUDED

PRICING STARTING AT \$250/YEAR

DOMAIN NAME OPTIONS

SELECT YOUR FEATURE SET

BENEFITS OF A COMMUNITY WEBSITE

- Establishes an online presence
- Creates an online resource for residents and board members
- Streamlines HOA board and management duties
- Increases and facilitates communication
- Eco-friendly, saves time, and saves money
- Increases HOA revenue via website sponsorships
- Manage and store current and historical information for the HOA
- Securely manage HOA information with role-based data access

A SNAPSHOT

- ❖ Upload documents and newsletters to the website for accessibility by members and/or the general public, like potential homebuyers, can save time and money. Information can be made public or set to private.
- ❖ Announcements and scheduled events can easily be created, posted to the website, and send to the entire membership base with just a few clicks.
- ❖ Maintenance and neighborhood improvement requests can be managed and tracked online from start to finish.
- ❖ Neighborhood members can log in to view their outstanding account balances and make online payments.
- ❖ Board members can take meeting minutes real-time during meetings, vote on meeting minutes, view attached meeting documents, and also release the approved meeting to membership.
- ❖ Create groups of neighbors that share common interests to help create and strengthen relationships within your neighborhood.
- ❖ These are just a few of the many benefits a homeowner's association website from ZavaSites will bring to your community.

We would be honored to assist your association in meeting its website goals. Please feel free to reach out at any time. Thank you for considering our community website solution.

Kind Regards,

The ZavaSites Team

WEBSITE FEATURES

- 1. Hosted** Your neighborhood website is completely hosted by ZavaSites.com in our secure data center facilities. This means you don't have any expensive hardware to purchase and maintain to support your neighborhood website.
- 2. Security** Standard security utilizes password protected login accounts for neighborhood members. Authorization controls ensure the administrator and board members have access to information not available to neighbors. SSL (Secure Sockets Layer) is an available option to encrypt all traffic on your neighborhood website. SSL security requires an additional yearly fee to purchase an SSL security certificate.
- 3. Customizable** Customize your website by selecting from a wide variety of design themes.
- 4. Domain Name** With a hosted neighborhood website from ZavaSites.com you can choose to use a sub-domain [www.yourneighborhood.zavasites.com] or have your own custom domain name [www.yourneighborhood.com]. A sub-domain name is free with every price plan. A custom domain name requires an additional yearly fee.
- 5. Public Presence** Non-members can access your website to see your neighborhood home page. They can also view documents, photos, announcements, and scheduled events that you have designated as publicly available.
- 6. Private Site** This area of the site is reserved for members of the neighborhood.
- 7. Administrator** The neighborhood administrator manages the neighborhood website. The administrator has complete control over the website. He/she can turn on or off features, create additional role-based accounts, post to and remove items from the website, etc.
- 8. Additional Administrators** Create additional administrators to share the workload of administering the website. Additional administrators have all of the permissions of the primary site administrator except for the ability to create other additional administrators or alter any online payment integration settings.
- 9. Staff Members** Many communities have full and part-time staff members that serve a vital role in managing day to day operations. Staff members can be listed in the Staff Member Directory making it easy for community members to contact them and learn information about their roles. Staff members can optionally be setup with user accounts in the website to perform administrative and community management functions.
- 10. Board Members** Neighborhood board members can login to the website and see a view of the neighborhood created specifically for them. There they can participate in board member only forum topics, check voting and survey results, manage neighborhood member requests, create meeting notes, manage neighbor invoicing, etc.
- 11. Neighbors** Neighbors can login to the website and do things such as view the neighborhood directory, check announcements and calendar events, view photos and documents, pay bills online, request maintenance, add classified items, etc.
- 12. Directories** Access neighbor and board member contact information. This information is only available in the private area of the site. Neighbors can optionally choose to exclude specific contact information or remove themselves from the neighborhood directory.

- 13. Announcements** Create announcements that are emailed to the neighbors and made available for viewing from the website.
- 14. Calendar Events** Create scheduled events with optional RSVP requests and email reminders. Scheduled events can be created for all neighbors, a specific group of neighbors, or for board members.
- 15. Photos** Upload neighborhood photos. You can optionally choose to make a photo public (available to all site visitors) or private (available only to neighborhood members that have logged into the site).
- 16. Documents** Upload neighborhood documents. You can optionally choose to make a document public (available to all site visitors) or private (available only to neighborhood members that have logged into the site).
- 17. Homes For Sale** List homes for sale in the neighborhood.
- 18. Community Information** Provide information about the neighborhood such as neighborhood amenities, local schools, local dining options, recreational activities, etc.
- 19. Area Map** Shows a local map of the area where the neighborhood is located.
- 20. Weather** Shows real-time weather in the area along with an upcoming forecast. Severe weather alerts are also shown with links to more information.
- 21. Classifieds** Neighbors can post and view classified ads on the website.
- 22. FAQs** List frequently asked questions about the neighborhood.
- 23. Invoicing** Create and track invoices for neighbors. The invoicing feature is built into your website and does not require integration with any third party invoice generation companies. You can create a single invoice for a neighbor or you can create a batch of invoices. An invoice batch allows you to send the same invoice to the entire neighborhood or a specific group of neighbors. Invoice batches are beneficial for things such as generating annual neighborhood assessment bills.
- 24. Online Payments** Online Payments are processed by PayPal, a trusted industry leader in secure online payment processing. You generate the invoices from your neighborhood website. Your neighbors login and pay their invoices. While paying an invoice the neighbor is temporarily taken to PayPal's website to process the payment. After paying, they return to the neighborhood website. PayPal then sends notification that a payment was made. The neighbor's account is automatically updated to reflect the payment. As a neighborhood administrator you can then access the funds via your neighborhood PayPal account.
- 25. Voting** Create official votes for your neighborhood. You can set deadlines and quickly see which neighbors have not yet voted and send them an email reminder. After votes reach their deadline you can optionally extend the voting deadline or certify the results by releasing them to the neighborhood.

- 26. Surveys** Ask questions of the neighbors to get their feedback on important neighborhood topics.
- 27. Forums** Neighbors can share ideas around forum topics that you create. You can also create forum topics that are reserved for board members only.
- 28. Groups** Create groups of neighbors for things such as committees, hobbies, and recreational activities. Then create announcements, calendar events, surveys, votes, and invoices specifically for members of a group. You can also appoint a member of the neighborhood to serve as the group chairperson to be responsible for the administration of the group.
- 29. Request Management** Receive and manage requests from neighbors. The administrators, board members and the neighbor that originated the request can track its status and post additional notes as the issue progresses. Requests can be submitted with PDF and image attachments. Board members can also cast votes to approve or deny a request. Administrators and board members can add notes to a request which are only visible to other administrators and board members. Administrators and board members can also create requests on behalf of a neighbor.
- 30. Meeting Notes** Track meeting minutes during meetings and/or upload a PDF of your meeting minutes. Then choose when to approve and release the notes to the neighborhood.
- 31. Neighbor Notes** Maintain private notes about neighbors. Neighbor notes are only available to the neighborhood administrator and board members that have been given access to view and/or update them. Email correspondence can be optionally logged to Neighbor Notes.
- 32. Recipes** Neighbors can create and share recipes with other neighbors.
- 33. Violation Notices** Send and track covenant and bylaw violation notices.
- 34. Reservations** Create a catalog of items that can be reserved by neighbors. Neighbors submit requests for reservations which can then be approved or declined by administrators or board members.
- 35. Custom Links** Create custom links on your home page to other sites of interest.
- 36. Email** Create and send formatted email messages to neighbors, board members, group members, and/or administrators.
- 37. Disable Features** Features that you do not desire to make available to your neighborhood members can optionally be disabled.
- 38. Online Help** Easy to understand instructions to help users utilize the features of the neighborhood website.
- 39. Facebook Integration** Websites can optionally include a Facebook Like Button under the banner, as well as a Facebook Like Box under the message on the homepage.

PRICING

Pricing plans are based on the number of single-family units within your neighborhood. Simply choose a plan that fits your neighborhood size.

Single-Family Units	Annual Price
Up to 100	\$250
Up to 150	\$300
Up to 200	\$350
Up to 250	\$400
Up to 300	\$450
Up to 350	\$500
Up to 400	\$550
Up to 450	\$600
Up to 500	\$650
Up to 550	\$700
Up to 600	\$750
Up to 650	\$800
Up to 700	\$850
Up to 750	\$900
Up to 800	\$950
Up to 850	\$1000
Up to 900	\$1050
Up to 950	\$1100
Up to 1000	\$1150
1001 and above	contact us

Included Storage & Listings	
Document Storage	1000
Newsletter Storage	1000
Photo Storage	1000
Homes for Sale Listings	20
Sponsor Listings	2
<i>*Additional storage and listings are available.</i>	
Additional Options	
Custom Domain	\$15 per year
SSL Certificate	\$75 per year
Custom Theme	\$100
Custom Import	\$150
Standard Import	\$100
Custom Page	contact us
Custom Form	contact us