

How It Works: Setting Up Your New Sites

Whenever you like, I can come to your site and do a short product presentation and answer questions for anyone. The following outlines the Manager's role in the build process.

Email Mary@HOAwiki.com:

1. The name of each HOA, its domain name and contact info, if a domain is already owned. Also indicate if any HOAs have existing sites.
- You will receive detailed invoices for each HOA via email.
 - If you purchase more than 25 sites at a time, you will receive a 15% discount, applied to the 2nd year payment for each HOA. Cost per site: \$450/year + TX sales tax = \$487.13.
 - You will receive an email list of domain names to approve.
 - Approve the domain names by replying to the email. The domains will be purchased in your name as Manager. Transfer any existing domains to HOAwiki, or give contact info and we can do this for you.

Email to Mary@HOAwiki.com:

1. PDFs of all the documentation for each HOA.
 2. Any property images with the property name.
 3. A spreadsheet containing the names of all board members for all HOAs, and their emails and phone numbers. They will be entered into your new sites and given Board permissions. You may send the entire membership roster if you would like them all pre-registered.
 4. An email for the Manager of each association, to be connected to the helpdesk on each site, or request a new one.
 5. An email for any Management Company personnel assigned to post financials and minutes, update board members, etc.
- You will receive an email stating the staging of the domains (usually in sets of 10 to 12 per week). You may notify your HOAs when the new sites can be expected. All data from existing sites will be moved to the new site free of charge.
 - Receive your login and password from HOAwiki (all sites will be the same). Board members should be told to expect email from HOAwiki containing their new login and password, when available.
 - Finally, invoices marked "Paid in Full" will be sent as soon as payment is received. New invoices will be sent 30 days prior to next due date.
 - Whenever you like, I can provide a short orientation to the site for boards, members or managers.

HOAwiki is a Troxler Inc company.

Make checks payable to:

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