



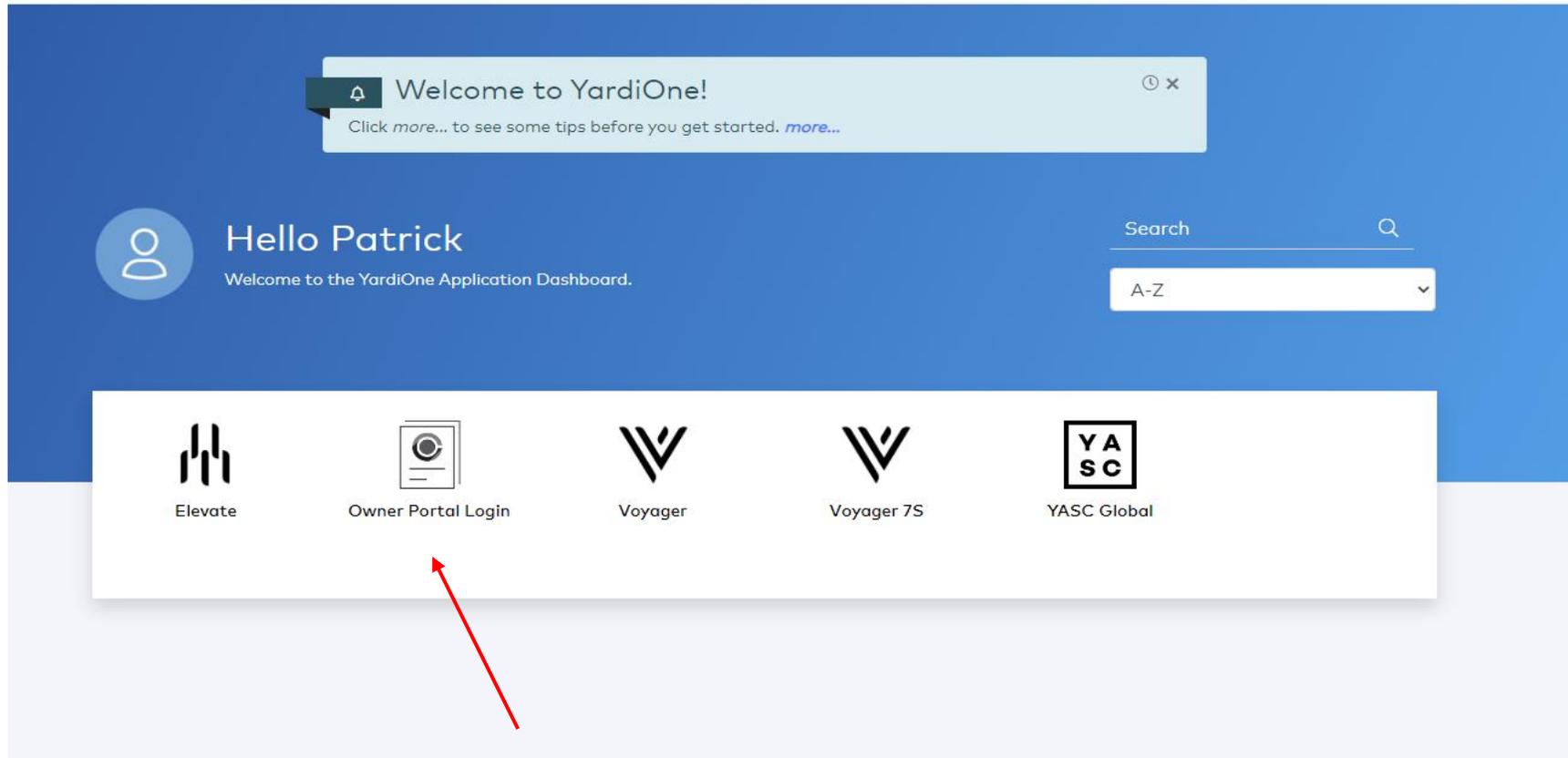
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**HANDLING DOCUMENTS, CONTRACTS &
FINANCIAL REPORTS**



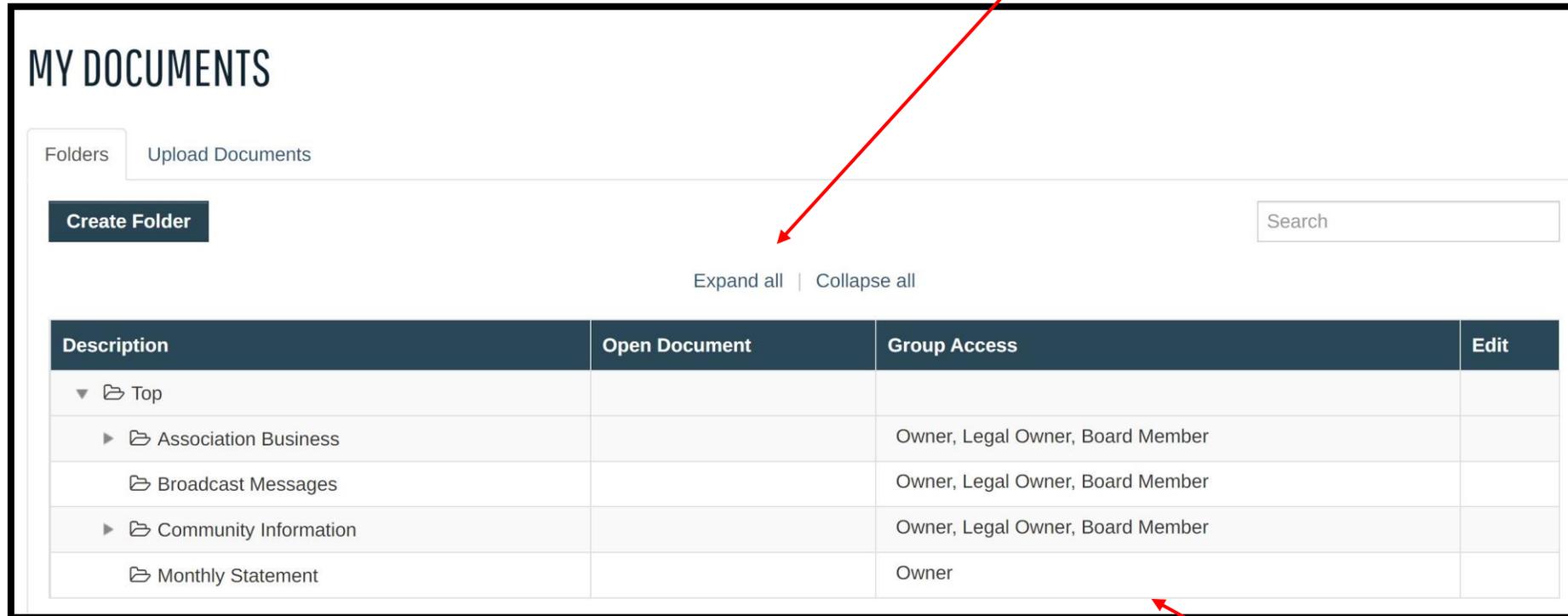
Board Dashboard

From the Board Dashboard, select Owner Portal Login to access all board documents, broadcast messages, and financial reports.



My Documents/ Folders

To view all documents, select Expand All and scroll down.



The screenshot shows the 'MY DOCUMENTS' interface. At the top left, there are tabs for 'Folders' and 'Upload Documents'. Below the tabs is a 'Create Folder' button and a search box. In the center, there are 'Expand all' and 'Collapse all' options. Below this is a table with the following columns: 'Description', 'Open Document', 'Group Access', and 'Edit'. The table contains the following rows:

Description	Open Document	Group Access	Edit
▼ 📁 Top			
▶ 📁 Association Business		Owner, Legal Owner, Board Member	
📁 Broadcast Messages		Owner, Legal Owner, Board Member	
▶ 📁 Community Information		Owner, Legal Owner, Board Member	
📁 Monthly Statement		Owner	

Two red arrows point to the 'Expand all' text and the bottom of the table.

This indicates who has access to each of the files.



My Documents/ Folders

Click arrows next to each folder to dive deeper into the files and find the document you wish to open.

MY DOCUMENTS

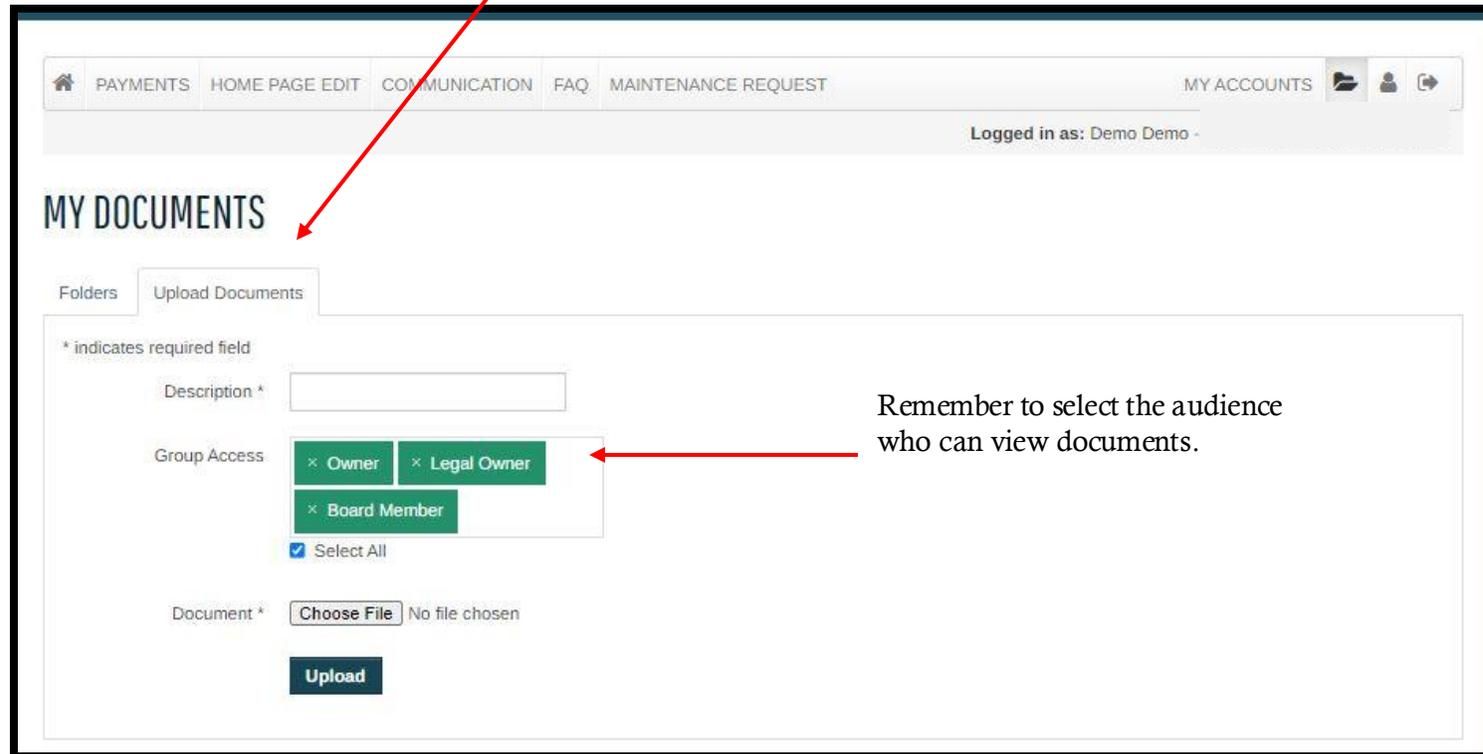
Search

Expand all | Collapse all

Description	Open Document
▼ Top	
▶ Association Business	
▼ Community Information	
▼ Forms	
📄 Census Form	LVPH_census form-REV2_Feb. 2020.pdf
📄 Key Fob Request Form	L.V._VDM-new fob rqst. form_01-24-19.pdf
📄 MoveIn/MoveOut/Delivery Forms	LV Move&Delivery Form-Policy Rev 5-20-20.pdf
📄 Unit Modification Form	Denali_requirements for Board approv. of renovs._April 2016.pdf
▼ Governing Documents	
📄 Board Resolution-Parking-Towing	LVPH_Pkg.-Tow. Resol.-recorded_01-09-18.pdf
📄 Board Resolutions-various	LVPH_Various Resolutions-recorded_11-05-07.pdf
📄 Board Resolution-Unit Modification	LVPH_Contract-Struct. Mod. Resol.-recorded_02-16-16.pdf
📄 By-Laws	LVPH_By-Laws-recorded_04-26-06.pdf
📄 Master Deed	LVPH_Master Deed-recorded_04-26-06.pdf
📄 Master Deed-Amendments	LVPH_M.D. Amends._09-18-06.pdf
📄 Master Deed-Exhibits	LVPH_M.D. Exhibits-recorded_04-26-06.pdf
📄 Master Deed-Unit Layouts	LVPH_M.D. arch. unit-floor layouts-recorded_04-26-06.pdf
📄 Resolution_re_ins__HO6_reqs_	Resolution_re_ins__HO6_reqs_.pdf
📄 Rules, Regs	Liberty View_Rules and Regs updated_10_16.pdf



Board Members can upload documents to the Resident Portal



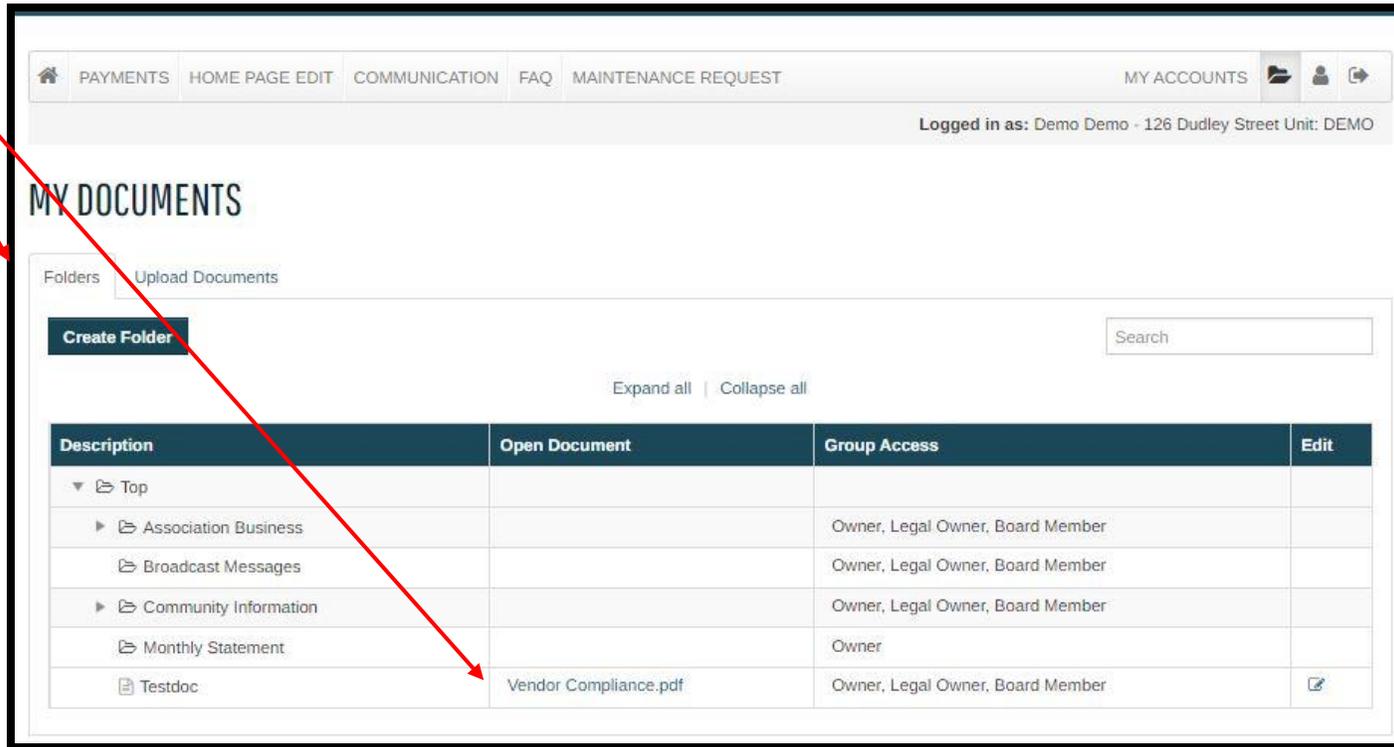
The screenshot shows the 'MY DOCUMENTS' section of a web portal. At the top, there is a navigation bar with links for 'PAYMENTS', 'HOME PAGE EDIT', 'COMMUNICATION', 'FAQ', and 'MAINTENANCE REQUEST'. On the right, it says 'MY ACCOUNTS' with user icons. Below this, it indicates 'Logged in as: Demo Demo -'. The main heading is 'MY DOCUMENTS'. Underneath, there are tabs for 'Folders' and 'Upload Documents'. A red arrow points from the top text to the 'Upload Documents' tab. The form contains several fields: 'Description *' (a text input), 'Group Access' (a dropdown menu with three options: 'Owner', 'Legal Owner', and 'Board Member', each with a close 'x' icon), and 'Document *' (a 'Choose File' button with the text 'No file chosen'). A 'Select All' checkbox is checked below the 'Group Access' dropdown. At the bottom of the form is an 'Upload' button. A second red arrow points from the text 'Remember to select the audience who can view documents.' to the 'Group Access' dropdown menu.

Remember to select the audience who can view documents.



My Documents/ Folders

The uploaded document will appear in Folder Tab at VERY BOTTOM



The screenshot shows a web application interface with a navigation bar at the top containing links for PAYMENTS, HOME PAGE EDIT, COMMUNICATION, FAQ, MAINTENANCE REQUEST, and MY ACCOUNTS. Below the navigation bar, the user is logged in as 'Demo Demo - 126 Dudley Street Unit: DEMO'. The main section is titled 'MY DOCUMENTS' and has two tabs: 'Folders' and 'Upload Documents'. A 'Create Folder' button is visible on the left, and a search box is on the right. Below these are 'Expand all' and 'Collapse all' options. A table lists documents with columns for Description, Open Document, Group Access, and Edit. The document 'Vendor Compliance.pdf' is highlighted at the bottom of the list, and a red arrow points to it from the text above.

Description	Open Document	Group Access	Edit
▼ 📁 Top			
▶ 📁 Association Business		Owner, Legal Owner, Board Member	
📁 Broadcast Messages		Owner, Legal Owner, Board Member	
▶ 📁 Community Information		Owner, Legal Owner, Board Member	
📁 Monthly Statement		Owner	
📁 Testdoc	Vendor Compliance.pdf	Owner, Legal Owner, Board Member	✎



My Documents/ Folder

Expand all Folders to Open

Expand all Collapse all

To organize documents, you can click and drag to the appropriate folder.

Description	Open Document	Group Access	Edit
▼ 2021			Owner, Legal Owner, Board Member
📄 21-22 Crime Policy	21-22 Crime pol.PDF		Owner, Legal Owner, Board Member
📄 21-22 D&O Policy	21-22 D&O pol.PDF		Owner, Legal Owner, Board Member
📄 Building Policy 21-22	21-22 Pkg pol.PDF		Owner, Legal Owner, Board Member
📄 Liberty View at Paulus Hook COI	COI new address!!.pdf		Owner, Legal Owner, Board Member
📄 Worker's Comp 21-22	21-22 WC pol.PDF		Owner, Legal Owner, Board Member
📄 Order Certificate of Insurance	Evidence Request w web instr 2020 04).pdf		Owner, Legal Owner, Board Member
▼ Vendor COIs			Board Member
📄 Vendor COI Requirements	LVPH_condo. assoc. ins. req._2018.pdf		Owner, Legal Owner, Board Member
▼ Owners' Updates			Owner, Legal Owner, Board Member
📄 Owners' Update Year End 2020	LVPH_Year End Update 2020.pdf		Owner, Legal Owner, Board Member
📄 Parking Assignments			Owner, Legal Owner, Board Member
📄 Preferred Vendors			Owner, Legal Owner, Board Member
▼ Welcome Package/Handbook/Rules and Regulations			Owner, Legal Owner, Board Member
📄 Intercom Instructions	Liberty View_resident intercom instructions.pdf		Owner, Legal Owner, Board Member
📄 Monthly Statement			Owner
📄 Testdoc	Vendor Compliance.pdf		Owner, Legal Owner, Board Member



My Documents/ Folder Types/Financials

Financials: Example:
Filter Down by clicking
the arrows until you see
the .pdf file under the
Open Document
column.

Expand all | Collapse all

Description	Open Document	Group Access	Action		
▼ ☰ Top			📄 📄		
▼ ☰ Association Business		Owner, Legal Owner, Board Member	📄 📄 ✎		
▶ ☰ Contracts		Board Member	📄 📄 ✎		
▼ ☰ Financials		Owner, Legal Owner, Board Member	📄 📄 ✎		
▼ ☰ 2022 Financials		Board Member	📄 📄 ✎		
▶ ☰ 01 2022 Financials		Board Member	📄 📄 ✎		
▶ ☰ 02 2022 Financials		Board Member	📄 📄 ✎		
▶ ☰ 03 2022 Financials		Board Member	📄 📄 ✎		
▶ ☰ 04 2022 Financials		Board Member	📄 📄 ✎		
▶ ☰ 05 2022 Financials		Board Member	📄 📄 ✎		
▶ ☰ 06 2022 Financials		Board Member	📄 📄 ✎		
▶ ☰ 07 2022 Financials		Board Member	📄 📄 ✎		
▶ ☰ 08 2022 Financials		Board Member	📄 📄 ✎		
▶ ☰ 09 2022 Financials		Board Member	📄 📄 ✎		
▶ ☰ 10 2022 Financials		Board Member	📄 📄 ✎		
▶ ☰ 11 2022 Financials		Board Member	📄 📄 ✎		
▼ ☰ 12 2022 Financials		Board Member	📄 📄 ✎		
Statements	📄 12 2022: Pond Bank	12 2022	Pond Bank Statements.pdf	Board Member	
Package	📄 12 2022: Pond Financial	12 2022	Pond Financial Package.pdf	Board Member	
Invoices 1	📄 12 2022: Pond Monthly	12 2022	Pond Monthly Invoices 1.pdf	Board Member	
Invoices 2	📄 12 2022: Pond Monthly	12 2022	Pond Monthly Invoices 2.pdf	Board Member	
Invoices 3	📄 12 2022: Pond Monthly	12 2022	Pond Monthly Invoices 3.pdf	Board Member	
				Board Member	
▶ ☰ Audits		Owner, Legal Owner, Board Member		📄 📄 ✎	
▶ ☰ Budgets		Owner, Legal Owner, Board Member		📄 📄 ✎	
▶ ☰ Monthly		Board Member		📄 📄 ✎	



For further assistance:

Email support@mypropertybilling.com

Call 888-406-2221 Customer Service

Or Contact Your Property Administrator

