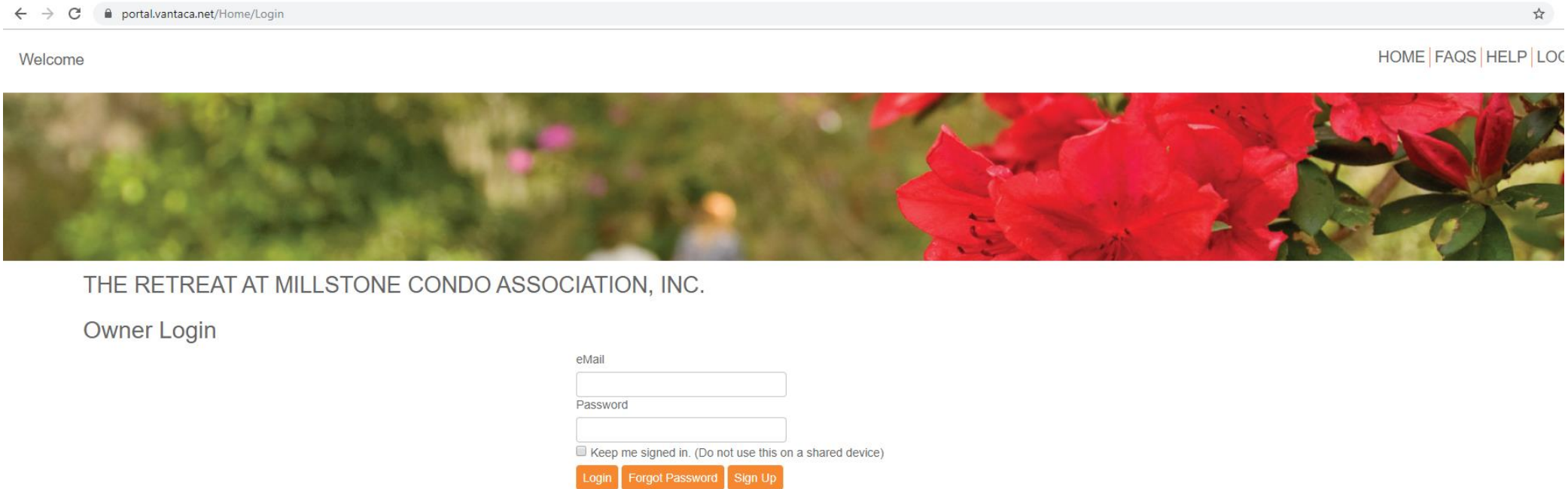


Using Your New Owners Portal

https://portal.premierpropertyandpool.com

The login screen will look like this:



portal.vantaca.net/Home/Login

Welcome

HOME | FAQs | HELP | LOGOUT

THE RETREAT AT MILLSTONE CONDO ASSOCIATION, INC.

Owner Login

eMail

Password

Keep me signed in. (Do not use this on a shared device)

Login Forgot Password Sign Up

If you have any problems logging on, our knowledgeable staff at Premier Property Management can certainly help reset your password and get you logged in.

Call us for assistance:
(302) 644-2752- Lewes Office
(302) 449-2230- Middletown Office



PRESIDENTIAL VALLEY HOMEOWNERS ASSOCIATION, INC.

Owner Dashboard

Account Information - Balance: \$380.00 ▲

Upcoming Assessments

Assessment \$100.00 on 04/01/2018 Assessment \$100.00 on 05/01/2018 Special Assessment \$50.00 on 09/01/2018 Special Assessment \$50.00 on 09/01/2018 Assessment \$100.00 on 12/01/2018 Special Assessment \$50.00 on 07/01/2019 Special Assessment \$50.00 on 07/01/2019 Special Assessment \$50.00 on 12/01/2019 Special Assessment \$50.00 on 12/01/2019 Monthly Operating Assessment \$0.00 on 12/01/2019 Quarterly Assessment \$0.00 on 01/01/2020 Annual Assessment \$0.00 on 01/01/2020 for 1877 Pennsylvania Ave Unit: 320

[View Account...](#)

Recurring Payments ▲

Recurring Payments
No scheduled payments.
[View Recurring Payments...](#)

Open Issues - 3 ▲

ARC Request - Owner Response
Collections - Second Notice
Homeowner Statement - Send to Homeowner

[Read More...](#)

- Owner**
- Dashboard
 - My Account
 - Make a Payment
 - My Items
 - My Contact Info
 - My Login
 - ARC Request
 - Submit a Request
- Association**
- Calendar & Events
 - Directory
 - Documents

When you log in, this will be what your owners dashboard looks like. The **Owners Dashboard** will show upcoming assessments, scheduled recurring payments, and any open issues, work orders, applications, or communications between the homeowner and PPM. The gray column to the left of the screen shows the various sections of your homeowners portal that can be accessed.

Clicking on “**My Account**” in that gray column to the left will bring you to the account details of your home. It will list the homeowners assessments and fees/fines that have been applied to your account along with the payments you make. If you utilize checks for payment, this page will list the checks with their check number and the date it was applied to your account.

This makes tracking your payments a lot easier!

PRESIDENTIAL VALLEY HOMEOWNERS ASSOCIATION, INC.

Account Details

Please note that if your account is in collections/with legal, the transactions below may not reflect all current charges.

If you have a question about your owner account, please visit the [Submit a Request](#) page and submit a Billing Question.

Last 60 Days	Download Report	
Tran Date	Description	Amount
▲ Acct: 99910016 Address: 1877 Pennsylvania Ave Unit: 320 Association: Presidential Valley Homeowners Association, Inc.		
	Previous Balance	\$150.00
10/01/2019	Special Assessment	\$100.00
10/16/2019	Late Fee	\$15.00
11/01/2019	Special Assessment	\$100.00
11/16/2019	Late Fee	\$15.00
		Sub Total: \$380.00
		Total: \$380.00

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PRESIDENTIAL VALLEY HOMEOWNERS ASSOCIATION, INC.

Make A Payment

Attention homeowners! Please note that your balance below may not be current as we are in the process of transitioning your account information to our new software. Please pay your regularly scheduled assessment.

Click on the link below to be directed to the payment processing center.

Auto-Draft

One-Time eCheck

Recurring eCheck

Credit Card*

Clicking on the “**Make a Payment**” option in the gray bar will take you to the payment options screen. You can set up auto-payment; make a one time payment using your checking account information; set up recurring payments customized to your payment schedule; or pay with a credit card.

If you have any questions regarding your payments or making payments, please call our office for assistance.

Selecting “My Items” on the gray column to left allows you to track emails/messages that have been sent out by PPM via Vantaca and requests that you have sent in to us.

For example, when we send out community-wide notices about homeowners meetings, “My Items” will show the details of the announcement as well as have any attachments like the agenda, nomination forms if valid, previous minutes, etc.

Owner

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Association





- Calendar & Events
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PRESIDENTIAL VALLEY HOMEOWNERS ASSOCIATION, INC.

My Items

Welcome to your My Items page! This page allows you to follow activity on requests submitted through the *Submit a Request* page and any open tickets, which we refer to as "Action Items." Action Items displayed here include all activity for your property or properties over the last 30 days. This can include any resolved or voided activity.

Click on the drop down arrow next to each Action item displayed to see any messages sent to you and recent activity related to that item. Click "Reply" to send a message about your item.

	XN	Address	Type	Step	Description	
	11607	1877 Pennsylvania Ave Unit: 320	ARC Request	Owner Response	this is a test app to check fee function	Reply
<p>Messages</p> <p>Author: Remington Rice 09/06/2019 10:53:24 AM ARC Decision - Approved with Conditions has been approved. </p> <p>Author: Remington Rice 09/06/2019 10:40:42 AM This item has been automatically advanced Email</p>						
	46162	1877 Pennsylvania Ave Unit: 320	Collections	Second Notice		Reply
	50845	1877 Pennsylvania Ave Unit: 320	Homeowner Statement	Send to Homeowner	A new Statement has been created and is ready	Reply

To see details of each item, click on the small black triangle to the left of each action item (outlined here in blue) to drop down the item. Any attachments with an action item will have a bright green paperclip (outlined in green) in the drop down to the right. Clicking on the paperclip will open a new window to show the attached item.

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PRESIDENTIAL VALLEY HOMEOWNERS ASSOCIATION, INC.

My Contact Info

General Communication Preference

Billing Communication Preference

Note: Electronic-only associations will ignore Paper preference

Email Label

Email

Phone Label

Phone

Mailing Address

Directory Preferences

- Hide Name In Directory?
- Hide Email In Directory?
- Hide Phone In Directory?

You can update your contact information as it changes and communication preferences by selecting “**My Contact Info**” in the gray column to the left. Please check to make sure all of your contact information is correct to ensure you receive all communications sent out by PPM and your community. This screen allows you to change your communication preferences, your e-mail address and phone number, your mailing address and gives you the option to keep your contact information hidden in the community directory.

The “**My Login**” option in the gray bar allows you to change your login information to the owners portal. To change your password, you would type your preferred password in the “password” box and click ‘Update Login.’ Once the screen refreshes, it will show a blank password box. Trust that your password has been updated after you click ‘Update Login’ and the page has refreshed.

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PRESIDENTIAL VALLEY HOMEOWNERS ASSOCIATION, INC.

My Login

Change your user name or password for this website.

Please note that this will not update your email address for communications. Please visit the "My Contact Info" page to update the email address for communications.

eMail

Password

Update Login

ARC Requests

Which Property

Work To Be Done

Provide complete details of the work to be done.

Estimated Project Start Date

Estimated Project End Date

Download and fill out the appropriate ARC Form to attach. ARC Form.pdf

Attach ARC Form and Other Documents (10 MB upload limit)

**For communities using PPM for their ARC Applications:*
Architectural Applications are *separated* from general requests. There is an '**ARC Request**' option in the gray column to the left, if you choose to submit it online. **All ARC Requests must be paid in full before being sent for review.**

For all other requests, there is a '**Submit a Request**' option, in the gray column to the left, with the drop downs shown. You would choose the item that most closely relates to the request you are putting in and it will be sent to the most appropriate person to handle that request. If you would like to attach any files with your request, you have that option as well.

Submit A Request

Thank you for using your Owner's Portal! Here you will be able to easily select from four options to help you submit your request.

Billing Question: For questions related to your account balance, select "Billing Question" from the dropdown menu.

Fee Waiver Request: If you feel that there is an erroneous charge on your account, please submit a request for a fee waiver.

Please note that fees and interest charged by your association may require approval from your board.

Service/Maintenance Requests: Service/Maintenance Requests are a great way to report property concerns. Please provide a detailed description of the problem with plenty of detail including specific location or area of concern. Submit your request online.

Emergency After-hours Maintenance: If this is an after-hours emergency maintenance request, please submit your request online.

General Question: For all other inquiries, or if you are unsure where to start, please submit your request online.

Choose a Type of Request

For Which Property

Please provide a detailed description of your request.

Attach documents to help describe your request (10 MB upload limit)

Choose a Type of Request

Billing Question

Clubhouse Rental Request

Fee Waiver Request

General Question

Work Order



Calendar

The Retreat at Millstone Condo A. . .

The Retreat at Millstone Condo Association, Inc. on in your community.

Retreat at Millstone Homeowners Association, October 09, 2019-Friday, November 08, 2019

Day Week **Agenda** Month

		Event
26 Saturday October, 2019	all day	Maguire- Garage Rodent Traps Maguire Pest Control will be in the community on Saturday, October 26th, to place rodent bait traps in garages. Please leave garage doors open to help Maguire move quickly and efficiently.
06 Wednesday November, 2019	6:00 PM-8:00 PM	Annual Homeowners Meeting Annual Homeowners Meeting to take place at the Indian River Senior Center (214 Irons Ave, Millsboro, DE 19966) at 6pm

The **'Calendar & Events'** option will have important information like scheduled contractor visits, meetings and other Association business.

The **'Directory'** option will show you your board members, different committee members and fellow neighbors. Just click on whichever heading you would like to drop down.

Directory

The Retreat at Millstone Condo A. . .

Board Members

Committees

Homeowners

Documents

The Retreat at Millstone Condo A. . .

Documents

- Documents
 - Community Budget
 - Community Information
 - Forms
 - Governing Documents**
 - Articles of Incorporation.pdf
 - Code of Regulations.pdf
 - Declaration Establishing a Plan- 10th Amend.pdf
 - Declaration Establishing a Plan- 11th Amend.pdf
 - Declaration Establishing a Plan- 1st Amend.pdf
 - Declaration Establishing a Plan.pdf
 - Master Declaration- 1st Amend.pdf
 - Master Declaration.pdf
 - Meetings

The **'Documents'** option will bring you to your community documents. Clicking on the small black triangle (outlined in green) to the left of the folder will show the drop down of documents saved in that folder. This includes governing documents, community budgets, meeting information, etc.