

Eastern Gardens

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Date: 4/23/2012
To: EG Member
Subject: Eastern Gardens Website (www.easterngardenscoop.org)



Eastern Gardens has finally moved into the 21st century. On February 22, 2012, your Board approved for EG to have its own website. Since its approval, the purchasing and constructing of our website has been underway and now it's time to release it to you for your use and critique.

It will now be much easier and more convenient, for the membership, that is, for those who have PC's and internet access to view all of Eastern Gardens governing documents, such as, bylaws, occupancy agreement, rules and policies, agendas, minutes, newsletters and correspondences and even place your trouble calls and reserve the clubhouse on-line.

Listed below is a brief summary of the many advantages that the membership and EG will have:

- Easy access and password protected for the membership to view our governing documents, past agendas and minutes, newsletters, announcements...Etc.
- You can place Trouble Calls/Building Discrepancies On-Line.
- Schedule/Reserve the Clubhouse On-Line.
- Each member will have their own "User Name" and "Password". This is so you, and only you, will be able to access the "Members Section".
- Advertisement—Easily accessible for those seeking and applying for co-op housing, specifically EG.
- It's very affordable and cost effective, (i.e. less then \$5.00 a month).

Here's how it works. Each member is assigned a user name and password whether you have a PC or not, it's yours to keep. It's very simple, on your browser's navigation toolbar, type in <http://www.easterngardenscoop.org/> this should bring you to our website, save it or bookmark this for later, then type in your User Name and Password that has been given to you. Please Note: The password can be changed by you at any given time so only you will know it, just click on "Lost Your Password", and it will take you the WordPress screen follow the directions which you will then be asked to type in a new password. No one else will know your new password including the website administrator, so you can change your password as often and as many times that you like.

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By logging in you will have access to the "Members Section" which has a pop-down menu screen; just click any of the categories and you will be able to read and print out any of the documents which are all in PDF, that is, short for *Portable Document Format*, a file format developed by Adobe Systems. PDF captures formatting information from a variety of desktop publishing applications, making it possible to send formatted documents and have them appear on the recipient's monitor or printer as they were intended. With the exception of reporting trouble calls and reserving the clubhouse, to view a file in PDF format, you need Adobe Reader. If you do not have Adobe Reader a free application distributed by Adobe Systems can be obtained at, (<https://www.download-free.com/pdf-reader>).

When you are reporting trouble calls or wish to reserve the clubhouse you will be required to answer each question by typing in the information, such as, "Name, Apartment Number...etc. You will notice that each required cell block will have a small red asterisk next to it, this means that you must fill in the required information. Remember, when you login the members section only you will be able to view it, the rest of the world does not see what you are looking at so don't worry. Also, always remember to log out of the members section otherwise you will remain logged in even when you close out your internet browser, again, don't worry the same rule applies nobody will see it or have access; it's just a good habit to do.

If you have any questions or problems with the website, don't hesitate to contact the Board or management. If you are able to access EG's website you can submit a trouble call to management and they will forward your concerns onto the Board. If you are unable to access EG's website you can email management at eastern.gardens@fpimgt.com using your own email provider, management will still be able to forward your questions and problems onto the Board which we will respond back to you as-soon-as-possible. Currently, the primary system administrator for our website is Mr. Ed Healy, EG Secretary, @ 481-0709.

A special thanks to Mr. Curtis Harvey who donated his time and technical support to construct the website and to Mr. Ed Healy, EG Secretary, who arranged and converted the information from EG's files to PDF (Portable Document Format) and uploaded them to our website.

Sincerely,

Kathy Stotterback

Diane McKee

Chris Manning

Ed Healy

Chuck Miller

Shirley Brown

Lynette Haley

Eastern Gardens Board of Directors

Your personnel user name and password are as follows:

- User Name: _____
- Password: _____