



# SILVERLAKES

COMMUNITY ASSOCIATION, INC.

Dear SilverLakes Resident:

SilverLakes sends regular correspondence to our residents to keep you informed of all relevant community news and important updates. Staying in the know of all things SilverLakes is an important part of being a community resident.

Communications via email and through our social media presence have become an integral part of sharing immediate updates on projects, events, and meetings. Email communication is also used to send copies of your quarterly assessments and notices of violation.

To ensure you are receiving this information at the most current email, please ensure Pines Property Management has your current contact information by visiting the resident portal.

Contact updates can be accomplished by visiting [www.pinespropertymanagement.com](http://www.pinespropertymanagement.com)

From the Pines Property Management website, select the resident portal from the "Resident Center" drop down or by clicking the "Resident Portal" icon on the home page.

Log into your resident portal. If this is your first visit to the portal, select "Initial Login" and follow the instructions.

From your portal dashboard, select "My Profile" on the left side menu list.

Emails can be edited in the "General" section, by selecting "Edit General"

Phone numbers can be added in the "Additional Mobile Numbers" section by selecting "add additional mobile number"

From the Resident Portal, you can also:

- View Account ledgers
  - Make online payments
  - Create a new modification request, or view a pending request
  - View Community documents
- Thank you in advance for ensuring we have the most current contact information. Please ensure this information is regularly updated.

SilverLakes Community Association Inc