SOUTHERN ENCLAVE WEBSITE HOW-TO

www.wearevision.com/SEC

This how-to guide will help you:

- Locate HOA documents such as meeting agendas and minutes, newsletters, financial documents, governing documents, and more.
- Opt-in to receive community email notifications for important community information, social events, and the quarterly newsletter.

If you have never logged into the new Vision website for Foothills Club West, you may need to create an account.

First, click **"Login"** if you have already created an account, or **"Register"** if you have never logged into Vision's website.



Once registered, enter your login information here:



To locate **HOA documents** such as the newsletters or open meeting agendas and minutes, click on "Documents".



Next, click "Homeowner Documents"

VISION	Club West Community Associati	on	
PORTAL	â	9	俞
	Home	Profile	Accounting
זח	ocument Folders		
Homeowner Do	ocuments	Document Name	
Show	10 items per page		

Next, click on a folder for the document you would like to view. For example, click "Newletters". Then check the panel on the right which will show the available documents. Click the "pdf" button to download the file.

Home				
Document Folders				
Homeowner Documents				
Architectural Documents	Document Name	Size	Upload Date	View Options
Architectular bocuments	SPRING EDITION - March 2015.pdf		02/13/201	PDF 👱
Association Governing Documents	SUMMER EDITION - June 2015.pdf		02/13/2017	PDF ⊻
	FALL EDITION - September 2015.pdf		02/13/2017	PDF 👱
Community Information	WINTER EDITION - December 2015.pdf		02/13/2017	PDF 👱
Community News	SPRING EDITION - March 2016.pdf		02/13/2017	PDF 👱
	SUMMER EDITION - June 2016.pdf		02/13/2017	PDF 😾
Mailers	FALL EDITION - September 2016.pdf		02/13/2017	PDF ⊻
Newsletters	WINTER EDITION - December 2016.pdf		02/13/2017	PDF 👱
	Spring Edition - March 2017 .pdf		04/26/2018	PDF ⊻
Financial Documents	Summer Edition - June 2017.pdf		04/26/2018	PDF 🗸

To opt-in to community email notifications

Click on "Profile"

PORTAL	Profile Accounting	(\$) ACH/EFT	WebLinks	Documents	
Primary Account - Owner Ledger		C	ocuments		X
		Document Name	Size	Upload Date	Go to Documents Download
Make a Payment	Homeowner Documents		No Documents	Available	
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Next, click "Email" and the menu will pop-up in the panel on the right.

