

# HOW-TO MANUAL for THE ORONOQUE VILLAGE FRONTSTEPS PORTAL

<https://oronoquevillage1.frontsteps.com>

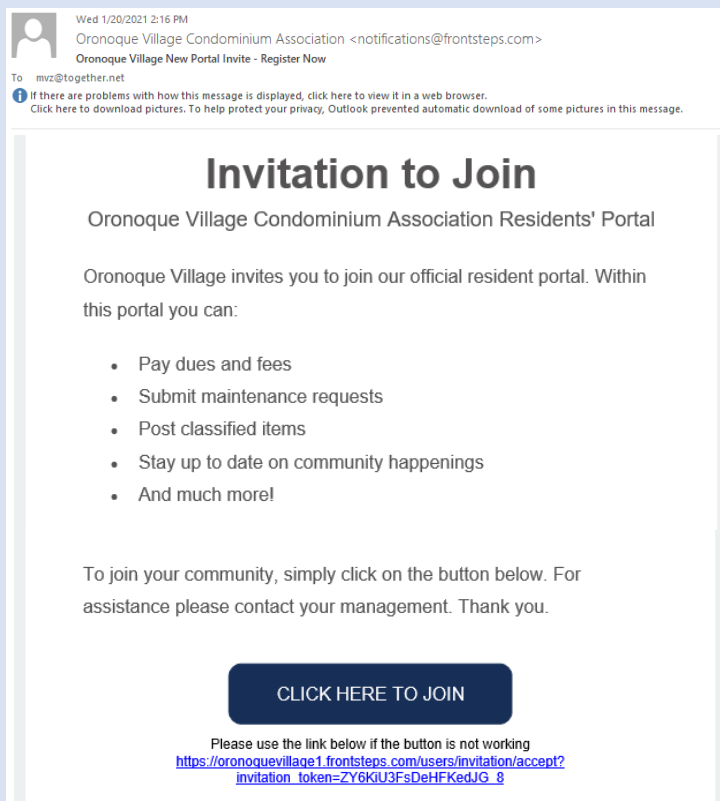
There has been discussion for some time about a replacement for our current Three Prime Oronoque Village Website. We are pleased to introduce you to this new system, the Oronoque Village FrontSteps Portal, with hopes that the following instructions will help you.

The Portal is an interactive system which provides residents with many capabilities that do not currently exist on the old site. It is possible to reserve space in the clubhouses for meetings, events, parties, to reserve use of outdoor facilities, and to view the Oronoque Calendar. The Portal is the site of our Address Book, now called The Directory. The Portal will also be usable for some interactive forms. Interactive forms are also accessible from the OV website and may be submitted directly or via the Portal. The first steps for your access to the Portal are outlined below.

## SECTION I - HOW TO REGISTER

1. **YOU WILL RECEIVE AN EMAIL - INVITATION** from the Business Office. **THIS INVITATION IS FOR YOU ONLY. IT IS NOT TO BE FORWARDED OR SHARED. IT IS ASSIGNED TO YOU ALONE AND RECOGNIZES THE EMAIL ADDRESS PROVIDED BY YOU TO THE OFFICE.**

- The invitation will be sent to each resident who has an e-mail address.
- When you open your email, the page will appear as shown below.
- Skip down to "Invitation to Join."
- Click on "Click Here to Join."



Wed 1/20/2021 2:16 PM  
Oronoque Village Condominium Association <notifications@frontsteps.com>  
Oronoque Village New Portal Invite - Register Now

To: mvd@together.net

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

## Invitation to Join

Oronoque Village Condominium Association Residents' Portal

Oronoque Village invites you to join our official resident portal. Within this portal you can:

- Pay dues and fees
- Submit maintenance requests
- Post classified items
- Stay up to date on community happenings
- And much more!

To join your community, simply click on the button below. For assistance please contact your management. Thank you.

**CLICK HERE TO JOIN**

Please use the link below if the button is not working  
[https://oronoquevillage1.frontsteps.com/users/invitation/accept?invitation\\_token=ZY6KIU3FsDeHFKedJG\\_8](https://oronoquevillage1.frontsteps.com/users/invitation/accept?invitation_token=ZY6KIU3FsDeHFKedJG_8)

2. **REGISTRATION PAGE** When you click on “Click here to join,” you will be brought to this Registration Page screen. Your name will appear in the box above the password box.

The screenshot shows a web browser window with the URL [https://oronoquevillage1.frontsteps.com/users/invitation/accept?invitation\\_token=yfEvydjm4nt7-nTeRa3V](https://oronoquevillage1.frontsteps.com/users/invitation/accept?invitation_token=yfEvydjm4nt7-nTeRa3V). The page content is as follows:

**You Have Been Invited**

Hi MARY Von Ziegesar,

Your management at **Oronoque Village Condominium Association** under the care of **Oronoque Village Condominium Association** is excited to invite you to join the official resident's portal for owners and tenants. To join, simply submit this registration form or login with any of your existing FRONTSTEPS account.

**ORONOQUE VILLAGE CONDOMINIUM ASSOCIATION**

Mary von Ziegesar

\*\*\*\*\*

\*\*\*\*\*

**Mobile Phone**

United States (+1)

+1 203-767-9760

Select to receive all text notifications from FRONTSTEPS' automated messaging system regarding your account and associated services. Text notifications will be sent to the phone number above. Carrier charges may apply.

I have read and agree to the [Terms of Use](#) and [Privacy Policy](#)

**SUBMIT REGISTRATION**

## NAME

The name of the person identified with the email address used to send the invitation will appear in this name field. This field may be edited in two ways, so if the name is incorrectly spelled or a change needs to be made, make the change. If there is only one email address used for the household and there is an additional person in the household who uses that same email address, that person's name may be added. Do not add the name of a person who has their own, unique email address. That person will receive his/her own invitation to join the Portal.

### *For example*

Registration Page when opened: NAME field shows Jonathan Doe

Registration Page after editing: NAME field shows John Doe, or, Jonathan and Mary Doe

Note: The NAME field may not be left blank. If it is left blank, the registration process will not proceed. Invitations to join the Portal are generated from OV's accounting system known as TOPS. That system recognizes only one person per email address. Information on the Registration Page **is the data** that is used to populate the Portal's Directory. **The Directory** is the replacement of the current website's Address Book. If two names are listed on the Registration Page, both names will appear in the Directory, but all email contact from the business office and all other listings of your name within the Portal will be directed only to the one individual with whom the email address is linked.

## **PASSWORD**

As with the current website, your password is unique to you and the staff has no knowledge or access to your password. The password is associated with the email the invitation was sent to. Below is a list of specific requirements the password must meet.

PASSWORD CANNOT BE BLANK

PASSWORD MUST CONTAIN AT LEAST 8 CHARACTERS

PASSWORD MUST INCLUDE AT LEAST ONE NUMBER

PASSWORD MUST INCLUDE AT LEAST ONE UPPER-CASE CHARACTER

PASSWORD MUST INCLUDE AT LEAST ONE LOWER-CASE CHARACTER

PASSWORD MUST INCLUDE AT LEAST ONE NON-ALPHANUMERIC CHARACTER (#; ! ; \* ; &)

Before entering and confirming your password, it is *STRONGLY SUGGESTED* that you write down your password and compare it to the above instructions to be sure that it complies. When you have confirmed that it is accurate, enter it into the Password field and enter it again in the “Confirm Password” field. If a mistake is made after you “Submit” the form, you may enter the information again, however, if a second error is made, you will be locked out of the system for 24 hours. Again, once this form has been accepted, it is *STRONGLY SUGGESTED* that you **write down the link to the Portal site ([www.oronoquevillage1.frontsteps.com](http://www.oronoquevillage1.frontsteps.com)), your name, email address and password,** and keep this information where it can be easily referenced.

## **MOBILE PHONE**

This field appears after the “Confirm Password” field. It is assumed all mobile phones being listed originate in the United States, thus United States appears in the first field.

- Enter your mobile phone number
- This field may not be left blank
- If you do not have a mobile phone, enter your land-line number
- If you accept having messages sent by text, click the box beneath the phone number you have entered.
- If you entered a land-line number, you will not receive texts.
- If you have a mobile phone but you do not wish to receive text messages, do not click the box.
- If you do not receive text messages, the Business Office will contact you by email.

## **COMPLETING THE REGISTRATION PROCESS**

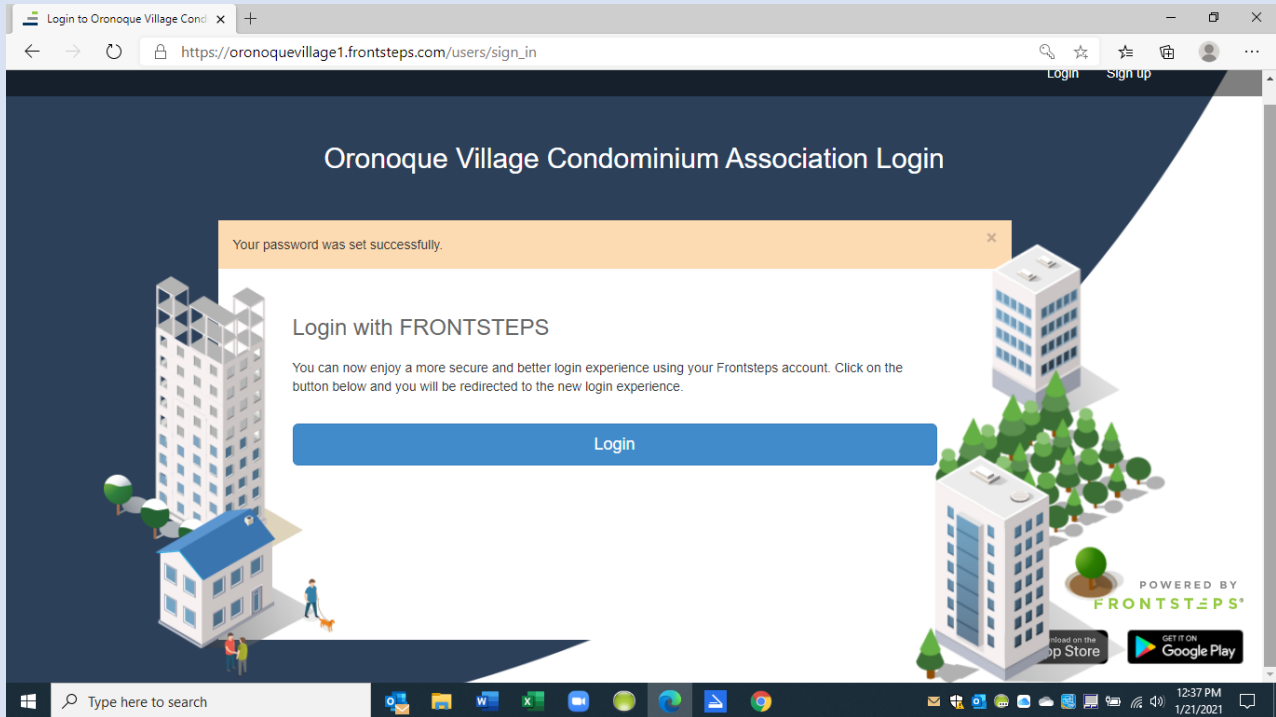
For your registration to be submitted, you must click the box stating that you accept “The Terms and Conditions of Service.”

## **SUBMITTING YOUR REGISTRATION**

On the lower portion of the screen, a “SUBMIT REGISTRATION” box will appear. Click on this box. The registration process is completed.

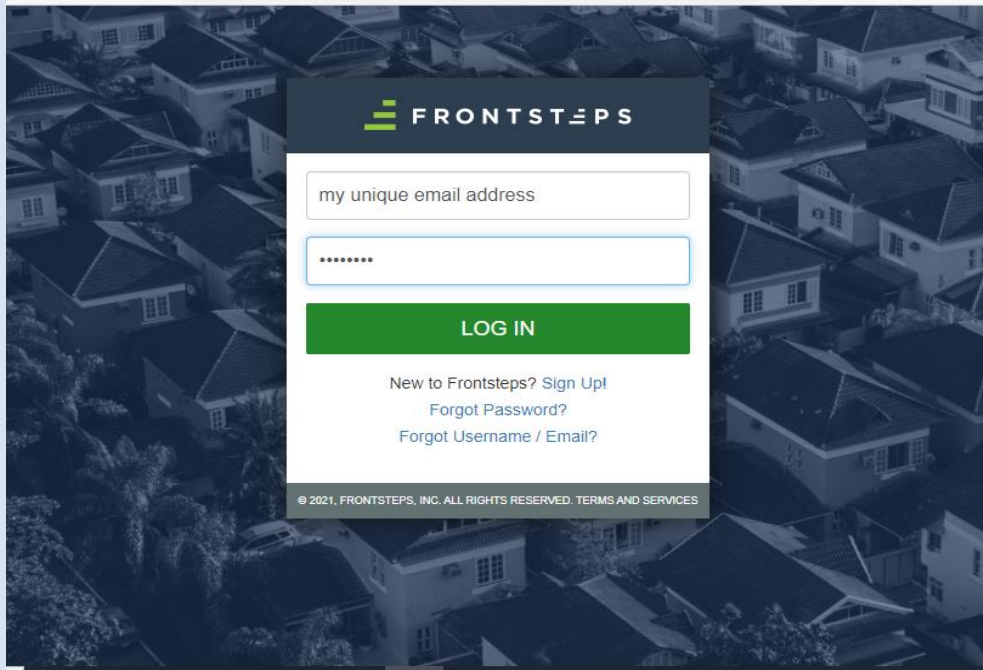
### 3. **LOGGING IN**

After clicking on “submit registration” the first Login screen will appear. Click on the blue “Login.”

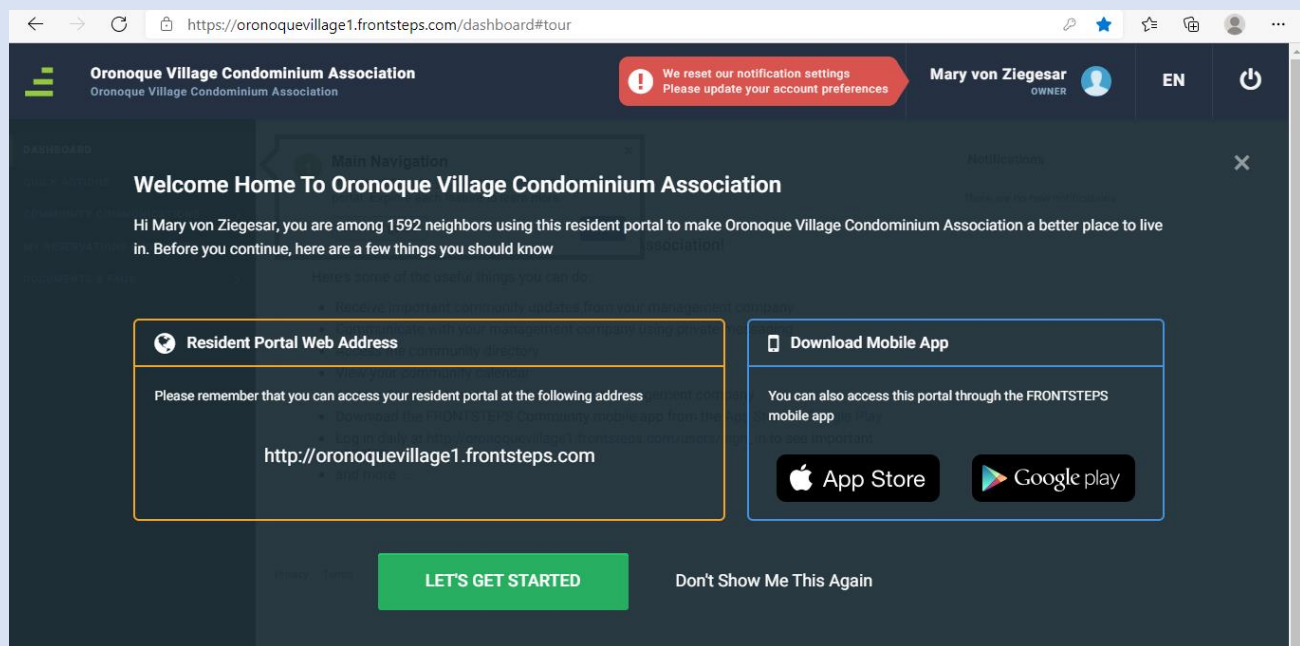


Next, a second Login screen will appear, as below.

ENTER YOUR EMAIL ADDRESS and ENTER YOUR PASSWORD, then click on the green Login box.



## Welcome to The FRONTSTEPS PORTAL'S OPENING PAGE!



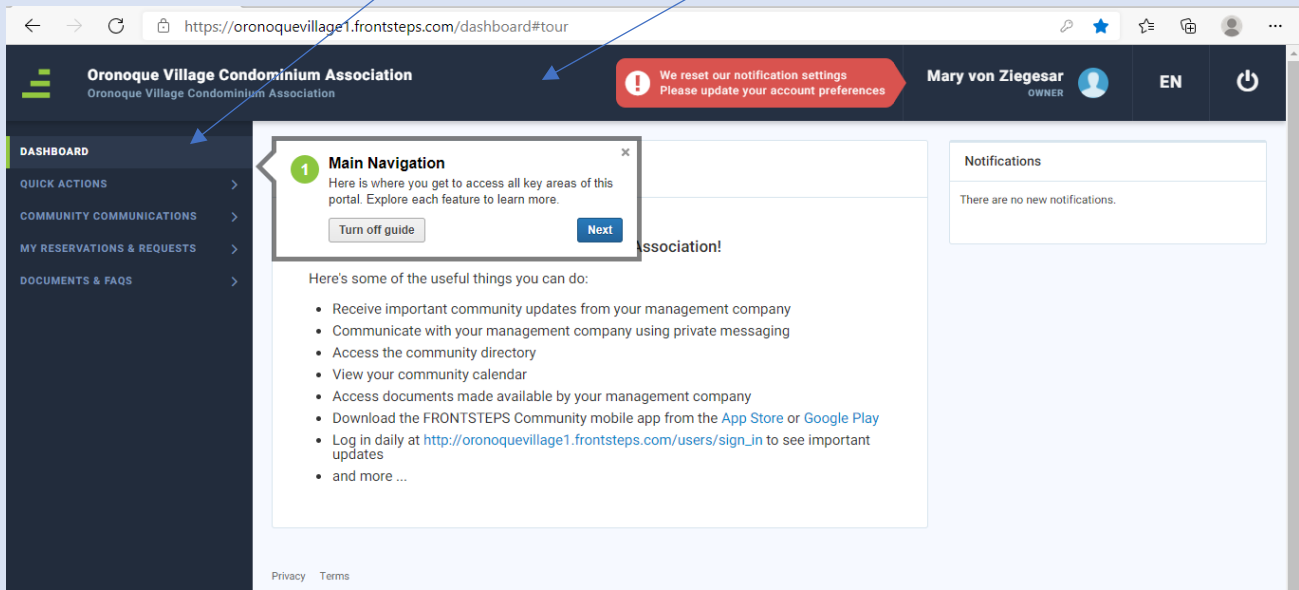
Click on the green “Let’s Get Started.”

The first time you open the **HOME PAGE** below, notice, “**Main Navigation**” will appear. This is a guide which we recommend you refer to *after* you have read our explanations of the banner and the dashboard. You may turn off the guide at any time.

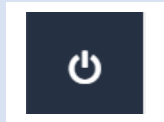
This HOME PAGE will appear every time you log in. The horizontal heading is **THE BANNER**.

The vertical column is **THE DASHBOARD**.

The horizontal column is **THE BANNER**.

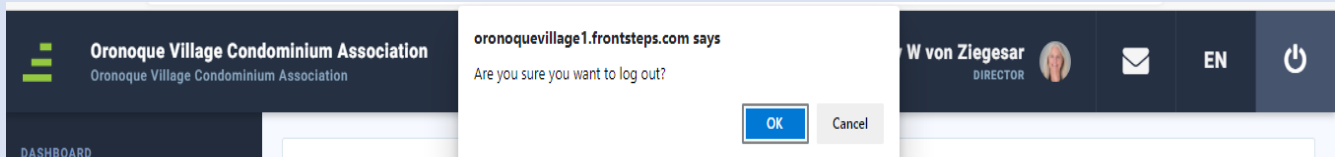


**TO LOG OUT** Below is the symbol to logout. Left click to log out.



The **Log out Icon** is located on the Banner of the Home Page - on the right side. Click on the logo to logout. If you get a drop-down menu, click on any place on the screen to return to the icon. You must left click to have the option to logout.

When the following screen appears, click "OK" to log out.

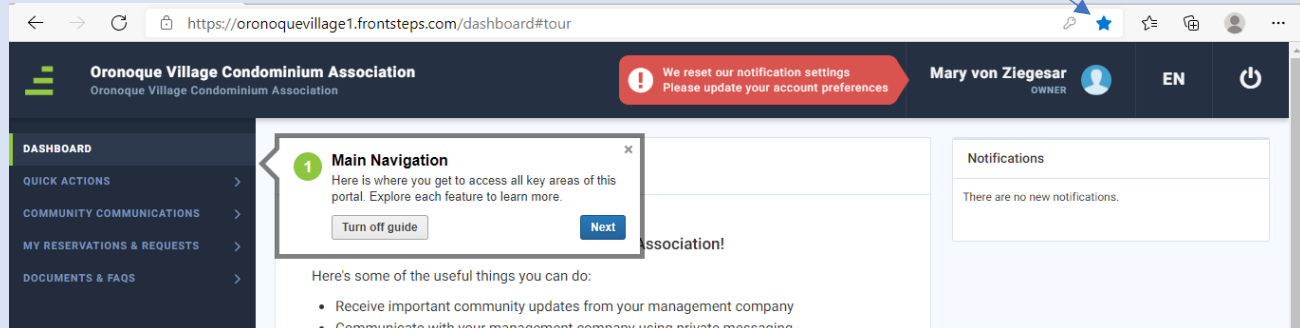


## TO BOOKMARK THIS WEBSITE ON YOUR DEVICE

While on the HOME PAGE, you may wish to **Bookmark** the FrontSteps website.

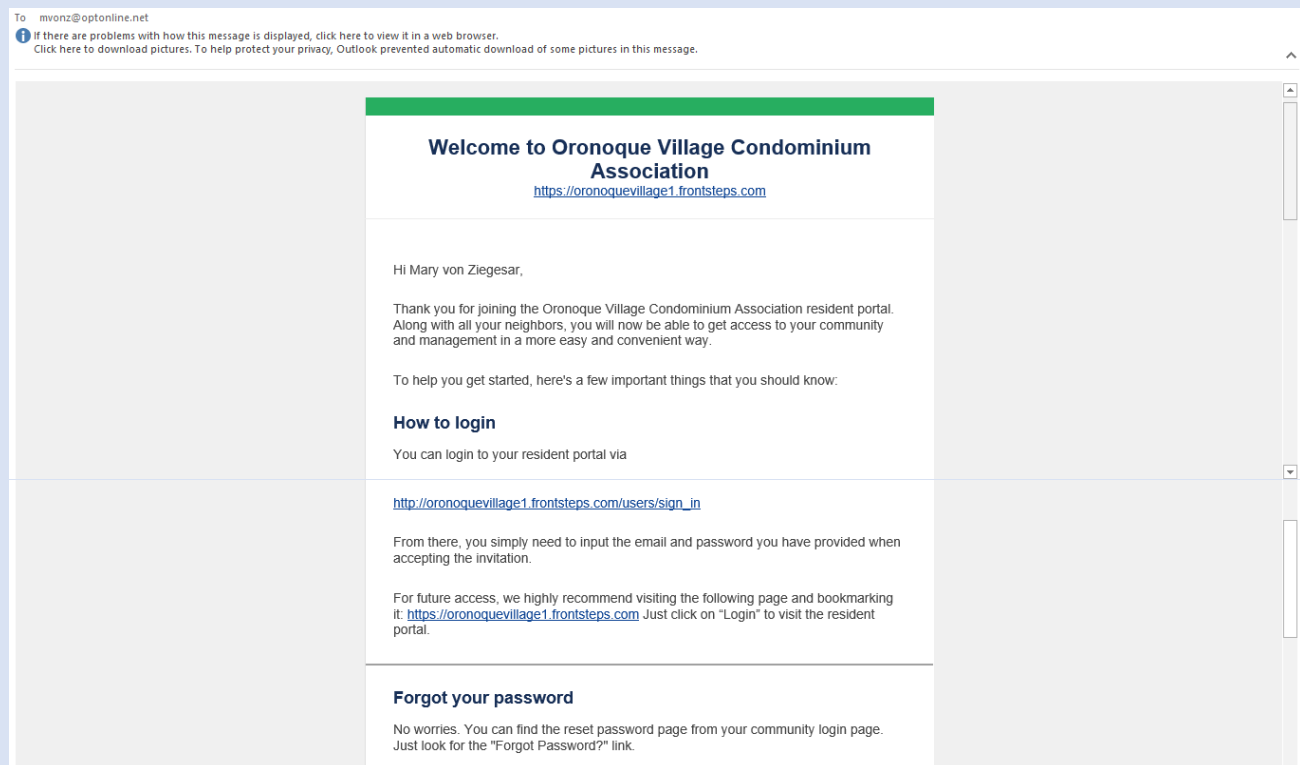
To bookmark: place your cursor on the star icon at the right-hand end of the site's URL address. A box will appear. A name field will show Oronoque Village Community Portal. There will be a "done" button highlighted in this box. Click "done" and close the box.

The bookmark will appear at the top of the page as "Latest Community News..." and the Portal logo will appear. If you create a Bookmark, you will not need to enter the FrontSteps link in your browser.



### Please Note:

Once you have successfully logged into the Portal, you will get an email from FrontSteps welcoming you to the Portal.

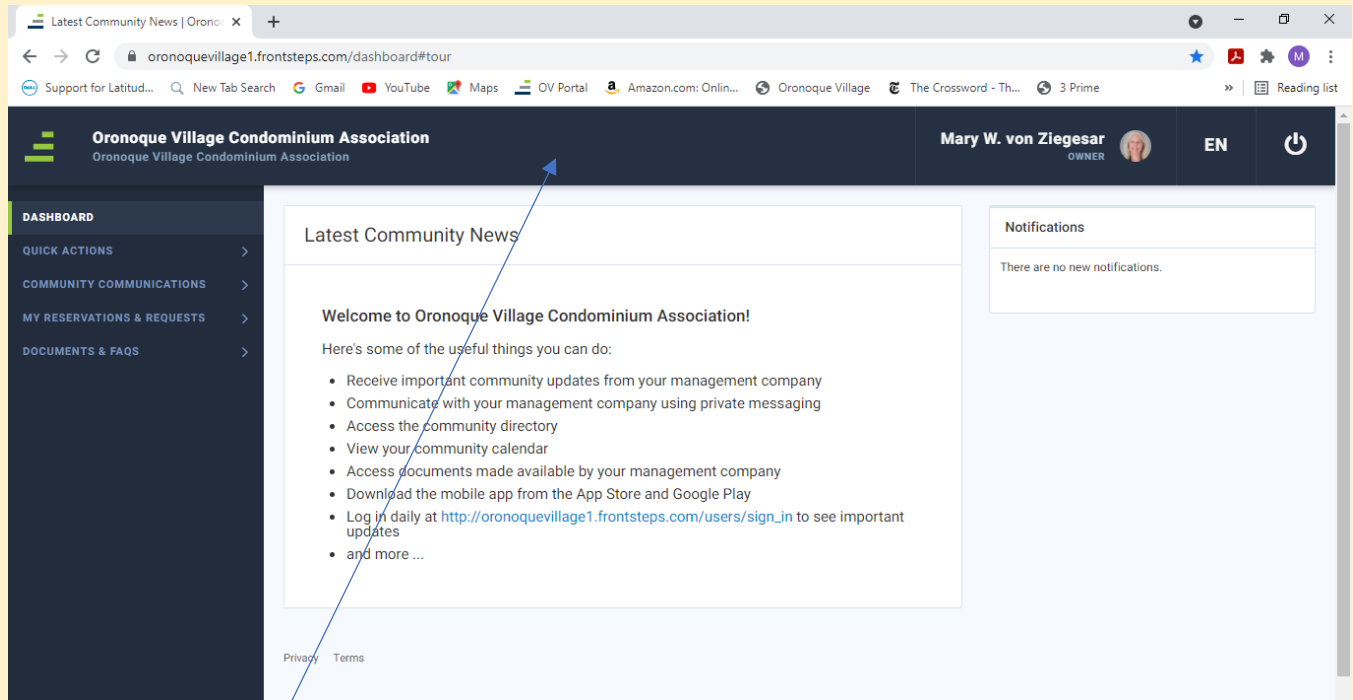


**Congratulations! You have successfully registered on the Portal!**  
**Please continue to Section II: The Banner**

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<https://oronoquevillage1.frontsteps.com>

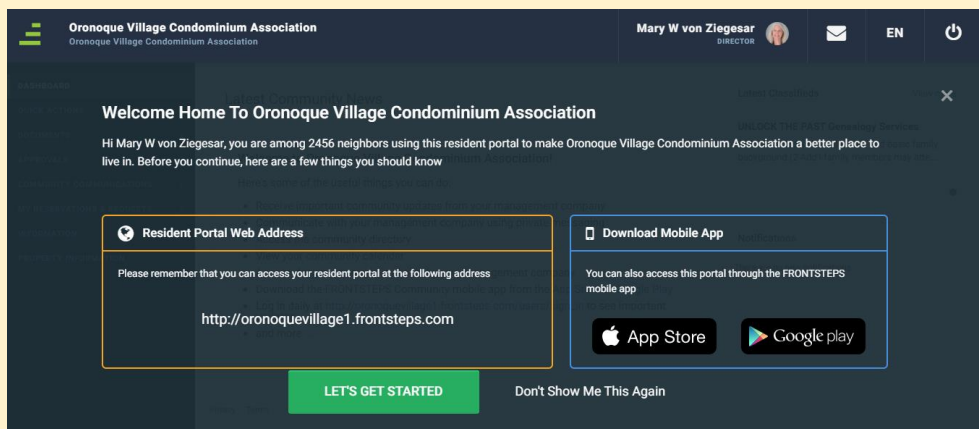
## SECTION I I – THE BANNER



When you log in, you arrive at the Home Page of the Portal. Across the top is a blue band which is called **THE BANNER**.



On the left side, see the Portal’s logo – the steps: Click on the steps and see the screen below:





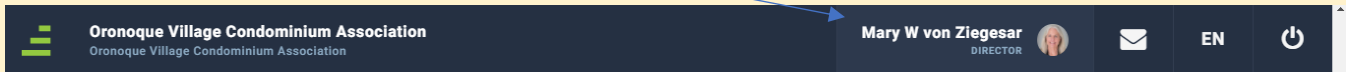
This is an informational page to help familiarize you with the site. It is important to note the website's address. Please keep this, along with your user name and password for reference.

Let's Get Started will take you to the Home Page.

Clicking on the "App Store" will allow you to download FrontSteps to your smart phone.

In the future, there is no reason to click on these "steps" unless you want to download the Mobile App. At some point along the way, you may want to click "Don't Show Me This Again."

Your **ACCOUNT PROFILE** is the next button on the right. This is where your name is located and where you must enter information to enable your name and contact information to appear in **The DIRECTORY** (The Address Book). Click on your name.



The screen below will then appear.

Now Click on **"ACCOUNT BASICS."**

Enter your information here. Again, you may enter only one email address. You may also upload your photo on this page. After entering your information, click "Save Changes."

Full Name \*

Notification Email

Country Code

Mobile Phone

Please include the country code (i.e. +1 for Canada).  
Your mobile number will be used to receive notifications.

Secondary Phone

## NAME

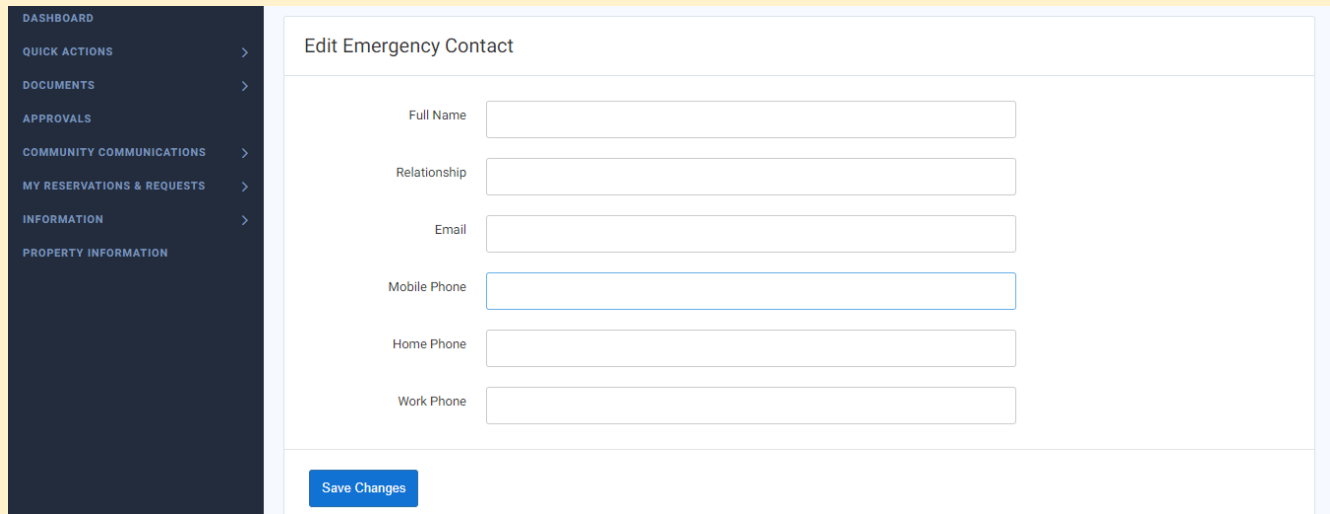
The name of the person identified with the email address used to send the Portal invitation should appear in this name field. This field may be edited in two ways, so if the name is incorrectly spelled or a change needs to be made, make the change. If there is only one email address used for the household and there is an additional person in the household who uses that same email address, that person's name may be added. Do not add the name of a person who has their own, unique email address. That person will receive his/her own invitation to join the Portal. Note: Do not share the invitation/s you receive to join to the Portal. Each invitation is unique to your email and for you only.

### *For example*

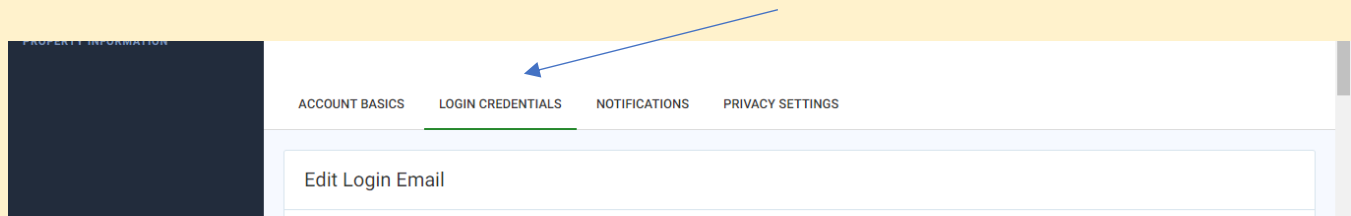
Registration Page when opened: NAME field shows Jonathan Doe

Registration Page after editing: NAME field shows John Doe, or, Jonathan and Mary Doe

After saving the “**Edit Account Basics,**” complete the information, “**EDIT EMERGENCY CONTACT.**” Again, click “Save Changes.”



**LOG IN CREDENTIALS** Back at the top of this screen, click on **LOG IN CREDENTIALS**. If you need to make changes to your email address or your password, use this form.



To **EDIT YOUR EMAIL ADDRESS**: Make any changes, then click “Save changes.”

To **EDIT YOUR PASSWORD**: Click on “Request Reset Password Email” and an email will be sent to you by FrontSteps.

- DASHBOARD
- QUICK ACTIONS >
- DOCUMENTS >
- APPROVALS
- COMMUNITY COMMUNICATIONS >
- MY RESERVATIONS & REQUESTS >
- INFORMATION >
- PROPERTY INFORMATION

### Edit Login Email

Login Email / Username

Email address

*This email is used for login only. Requires verification when email is updated.*

Save Changes

### Edit Password

Request Reset Password Email

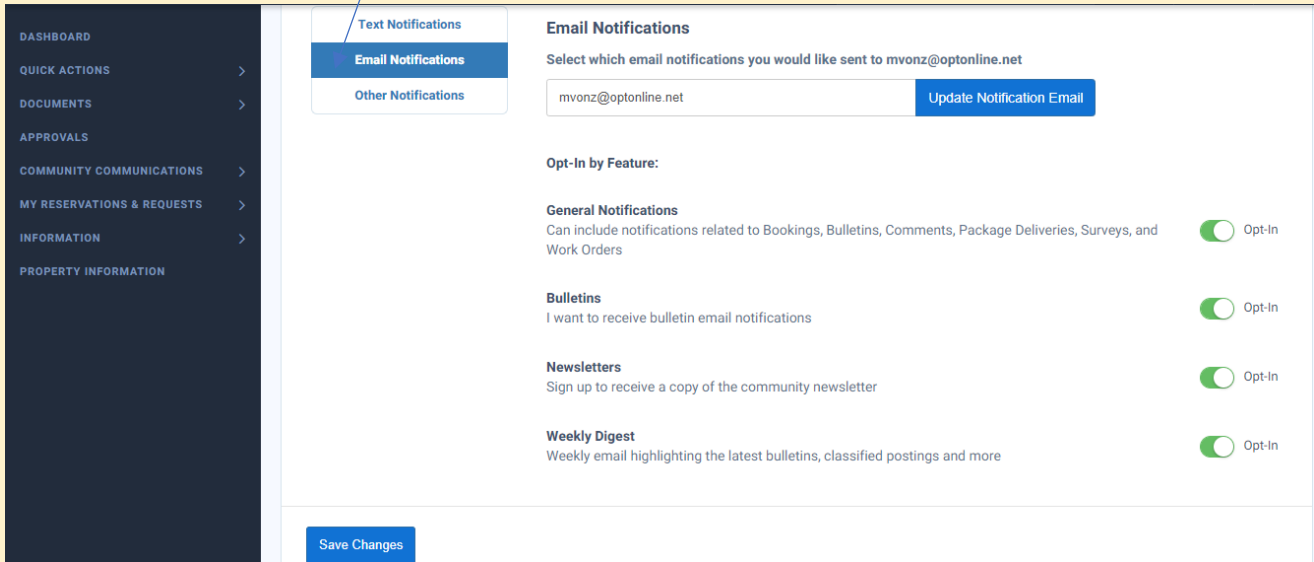
**NOTIFICATIONS** is the next screen. On this screen you may choose how you want to receive notifications. You may choose both **TEXT and EMAIL and OTHER NOTIFICATION**. It is recommended that you opt-in and turn each button green/on for all notifications.

### TEXT NOTIFICATIONS ....

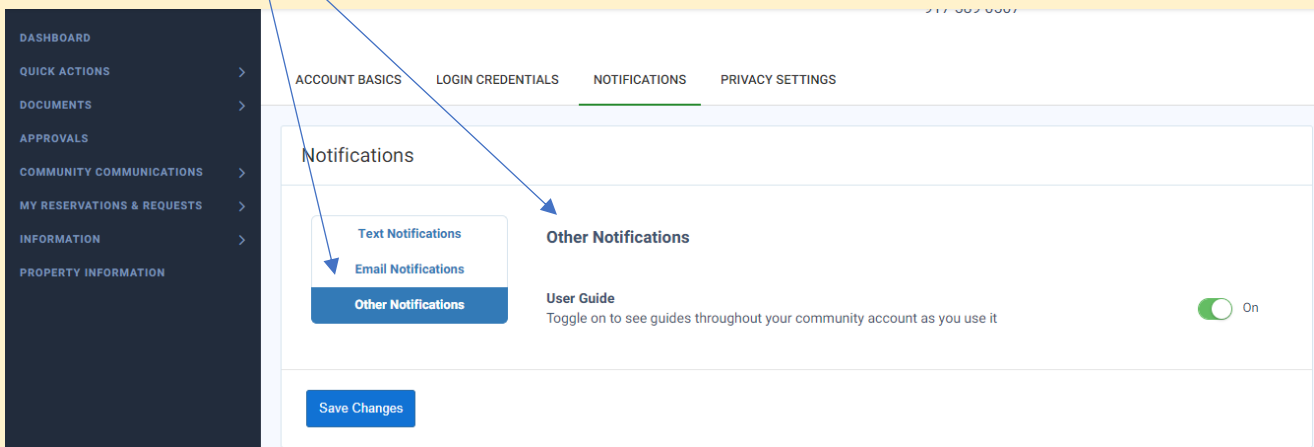
The screenshot shows the 'Notifications' settings page for a user named Mary von Ziegesar. The page is part of the 'Oronoque Village Condominium Association' user interface. The user's profile information is displayed at the top, including their name, address (596B SIOUX LANE), and role (OWNER). Below this, there are fields for Notification Email (mvonz@optonline.net), Mobile Phone (+12037679760), and Mailing Address (596B SIOUX LANE, STRATFORD, CT 06614). The 'NOTIFICATIONS' tab is selected, showing three notification categories: Text Notifications, Email Notifications, and Other Notifications. The 'Text Notifications' section is expanded, showing a description: 'Select to receive text notifications from FRONTSTEPS' automated messaging system regarding your account and associated services. Text notifications will be sent to the phone number ending in 9760. Carrier charges may apply. You can unsubscribe to text notifications by switching this feature off or by texting "FS STOP" to 647-360-5368.' The 'Text Notifications' toggle is currently turned off, and the 'Opt-In' button is visible. The 'Terms Of Use' and 'Privacy Policy' are linked to the website www.frontsteps.com.

### And/or EMAIL NOTIFICATIONS

In order to receive notifications, click the “Opt-In” so the button turns green/on, as below. Currently, there are no Newsletters or Weekly Digests available. Click “Save Changes.”

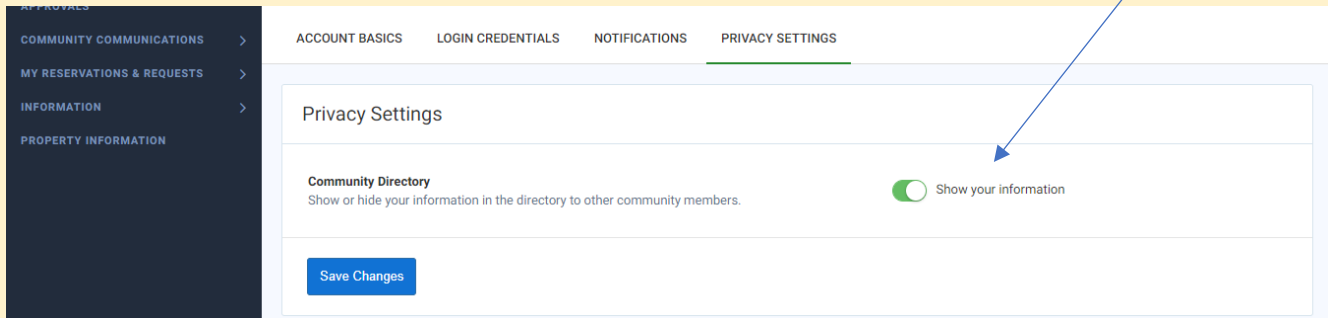


And/or OTHER NOTIFICATIONS - Currently, there are no “Other Notifications.” To be prepared for any, you may want to click the “opt in” button to green/on. Again, click “Save Changes.”

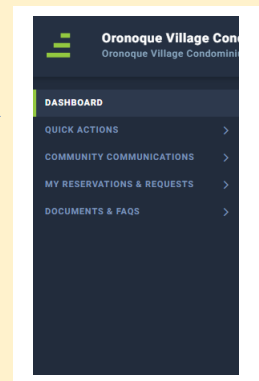


**NOTE:** To **STOP RECEIVING ANY NOTIFICATIONS**, go to the appropriate TEXT NOTIFICATIONS, or EMAIL NOTIFICATIONS or OTHER NOTIFICATIONS and click on the “opt in” button so the green becomes white/OFF. Then, click “Save Changes.”

**VERY IMPORTANT - PRIVACY SETTINGS!** – Managing your PRIVACY SETTINGS is very important because this screen is where you give permission for your name and contact information to be included in THE DIRECTORY, the address book. You need to click on the button, “Show your information” so that the button turns green. If this button remains “off” your name and contact information will not appear. As always, click “Save Changes.”

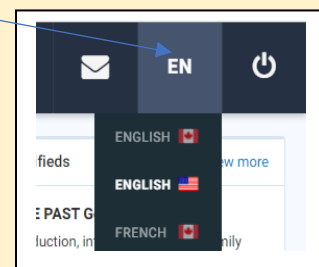


To EXIT from your ACCOUNT PROFILE, click on “THE DASHBOARD.” This will take you back to the HOME PAGE.



**NEXT ON THE BANNER – “EN”**

EN stands for “English” so this is where you opt for the language you want on this site: Canadian English, US English or Canadian French. are the options.



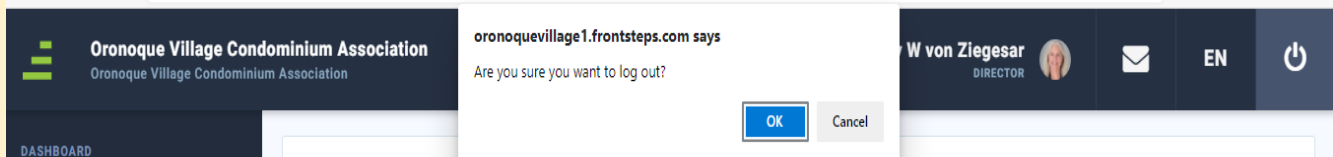
To exit from this icon, click on “EN” and you will return to the Home Page. You may also click on “Dashboard” to return to the Home Page.

THE LOG OUT icon is the last icon on the banner



The **Log out Icon** is located on the Banner of the Home Page - on the right side. If you want to logout now, click on the icon to logout. If you get a drop-down menu, click on any place on the screen to return to the icon. You must left click to have the option to logout.

If logging out now, the following will appear. Click "OK" to logout. If you want to remain on the Home Page, click "Cancel."

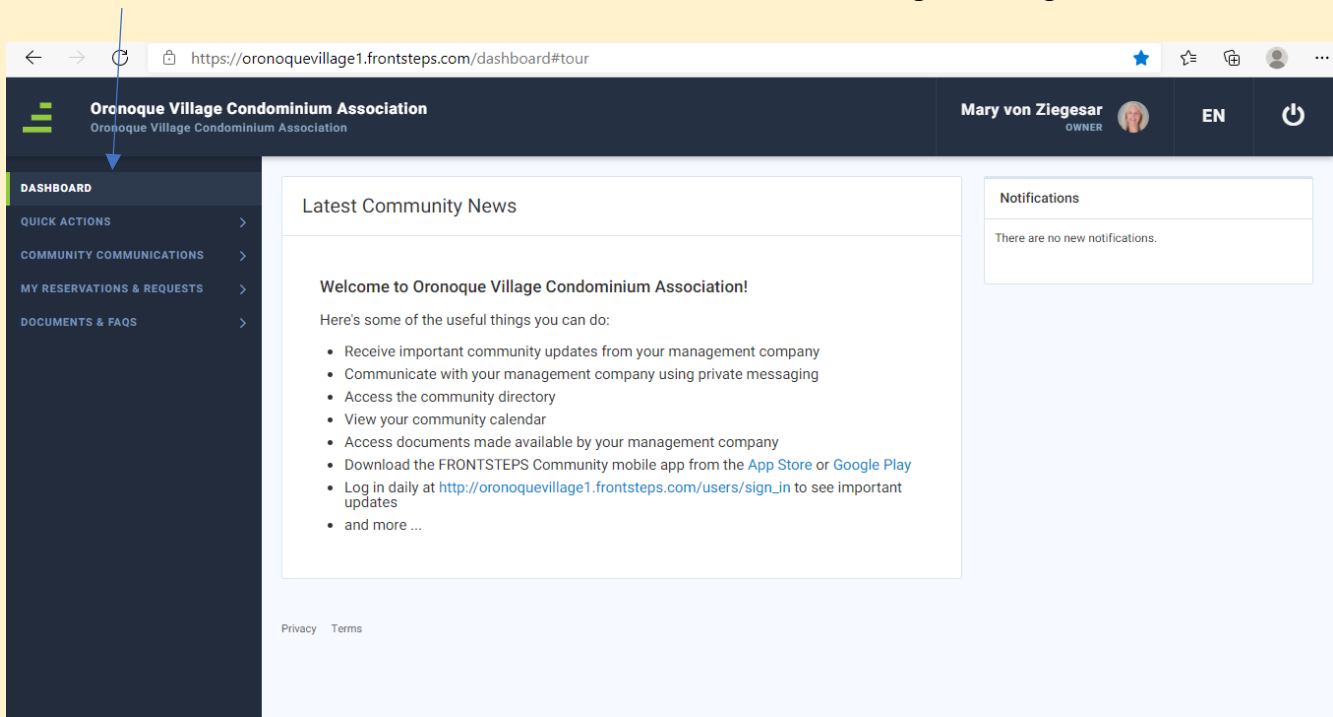


This completes THE BANNER. Congratulations!

The next section, SECTION III, explains THE DASHBOARD.

If you "cancel" the above logout, you will remain on the Home Page, below.

The Dashboard is the blue, vertical column on the left of the Home Page, starting with "Dashboard."



## HOW-TO MANUAL for THE ORONOQUE VILLAGE FRONTSTEPS PORTAL

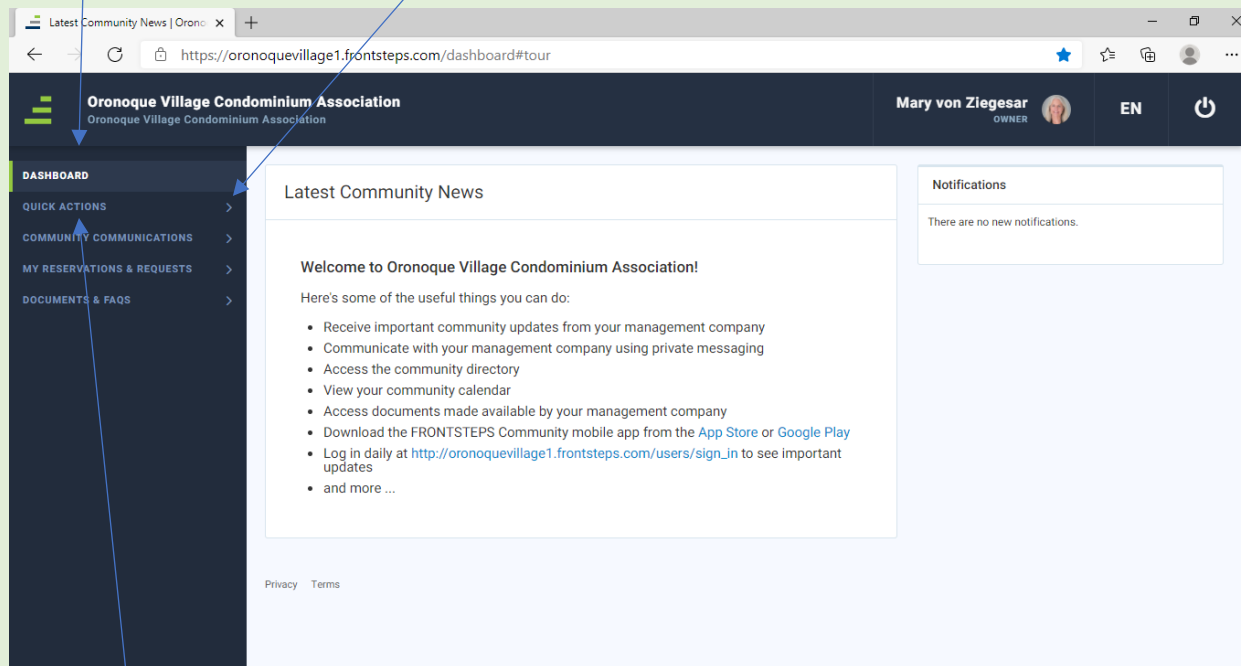
<https://oronoquevillage1.frontsteps.com>

### SECTION I I I – THE DASHBOARD

After you login, the Portal opens to its **HOME PAGE**.

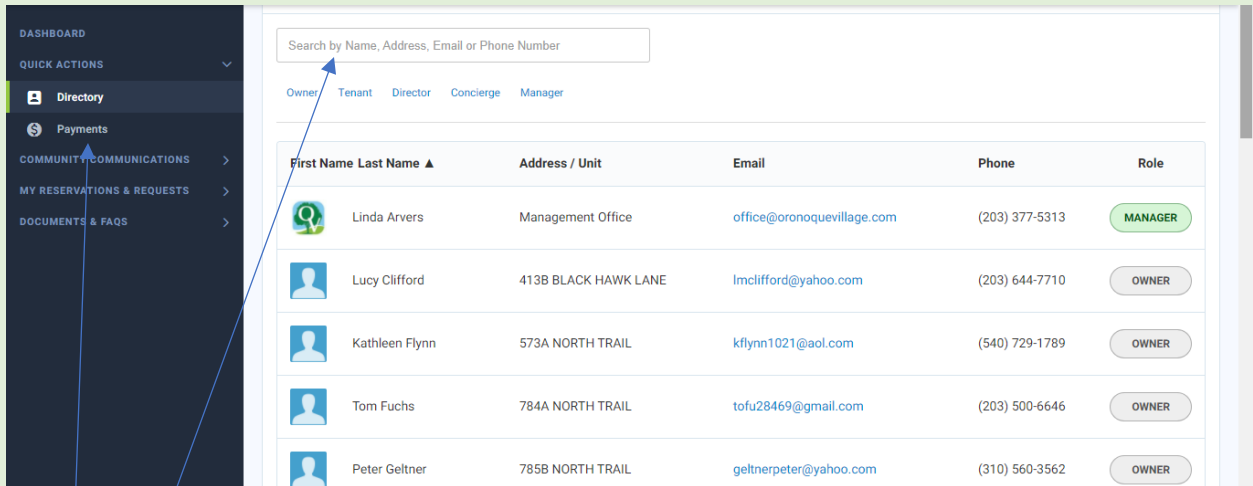
**THE DASHBOARD** is the name given the vertical blue column on the left side of the Home Page. This is where you find the **NAVIGATION TABS** for functions within the Portal.

To open a navigation tab, click on the arrow to its right. Or, click on the item's name or icon to open it.



**QUICK ACTIONS** is the first navigation tab on The Dashboard. Click on the arrow to open this tab. A drop-down list of the following two functions will appear: Directory and My Payments. As you move down the list, click on each function to open it. See each function described below:

**THE DIRECTORY** is the first tab under the Quick Actions tab. It is the Portal's address book. It lists the name, address, phone number and email of residents who have chosen to share their data. In order to appear in The Directory, you must grant permission, as discussed earlier: When in the ACCOUNT/PROFILE function, under PRIVACY SETTINGS, COMMUNITY DIRECTORY, you must "Show Your Information" by clicking the opt-in button green/on. This will then allow your name and contact information to appear.



The Search Box allows the Directory to be searched. You may search by first name and, or last name. You may search by address: by street name, or by unit number, or street address which must include the unit letter immediately behind the unit number. You may also search by email. Searching “Address/Units” allows a search by street address or by unit number.

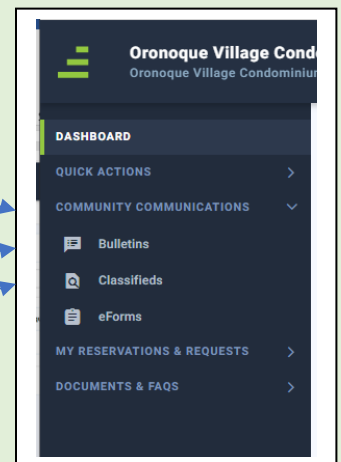
**PAYMENTS** - This is your personal and private account information. When you click on this tab, you will reach a screen populated with your information and a history of your payments made for common charges and other OVCA-related payments. Currently, OV Tax District payments are not listed in this history.

**COMMUNITY COMMUNICATIONS** is the next navigation tab on the Dashboard.

Click on the arrow and a drop-down menu will appear listing: **Bulletins, Classifieds and eForms**

**BULLETINS** are eblasts and other announcements from the OV Business Office.

This section will also be used for clubs to post information and notices to their members, and for groups to post information about their activities.



**CLASSIFIEDS** provides a list of classified ads residents have submitted. Click on the green “Classified Ad” box to create an ad. Please note that this information is in the process of being uploaded.



CLASSIFIEDS + CLASSIFIED AD

Classifieds

Title
  Category
  Type

No classifieds found

[Privacy](#) [Terms](#)

On the **NEW CLASSIFIED AD** page.

Oronoque Village Condominium Association  
Oronoque Village Condominium Association

Mary von Ziegesar OWNER EN

CLASSIFIEDS

New Classified Ad

For Rent / Sale \*  x v
 Category \*  x v

Contact person \* 
 Email \*

Tel \* 
 Rental/Sale Amount (\$) \*

Title \*

Description \*

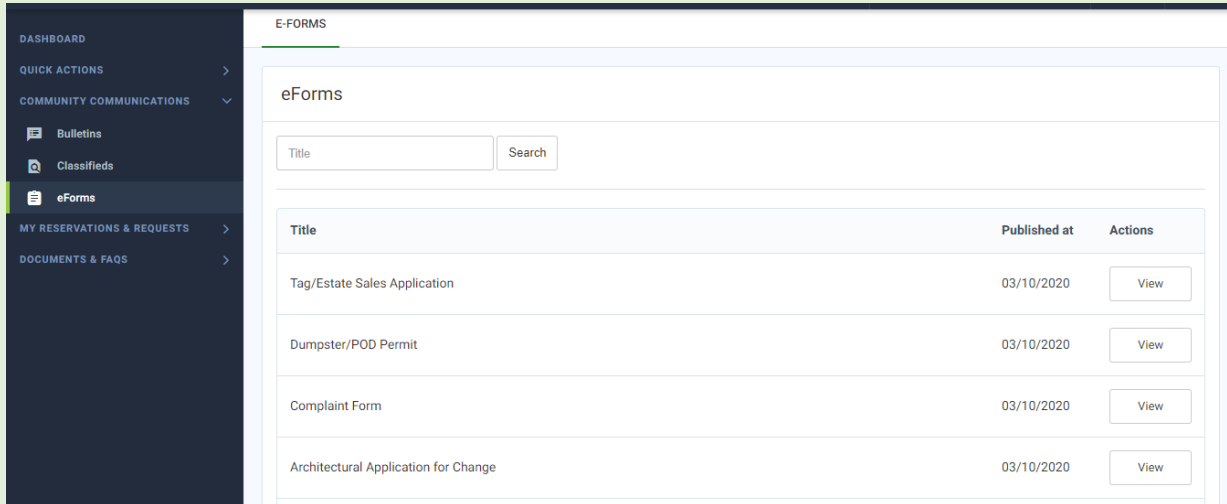
Tip: Add images to increase your chances of rental / sale

Your contact information may be already populated. If not, enter it. Using the arrows at the end of each information box, choose **“For Rent/Sale”** and choose your **“Category.”** Enter the **Title** of your item or your service. Enter a **Description** of the item or service. Note: Adding attachments/photos is not an option at this time.

To submit your ad, at the bottom of the screen/form, click on the blue box **“Create Classified.”** Your ad will be reviewed before posting.

**E FORMS** are the last of the COMMUNITY COMMUNICATIONS tabs.

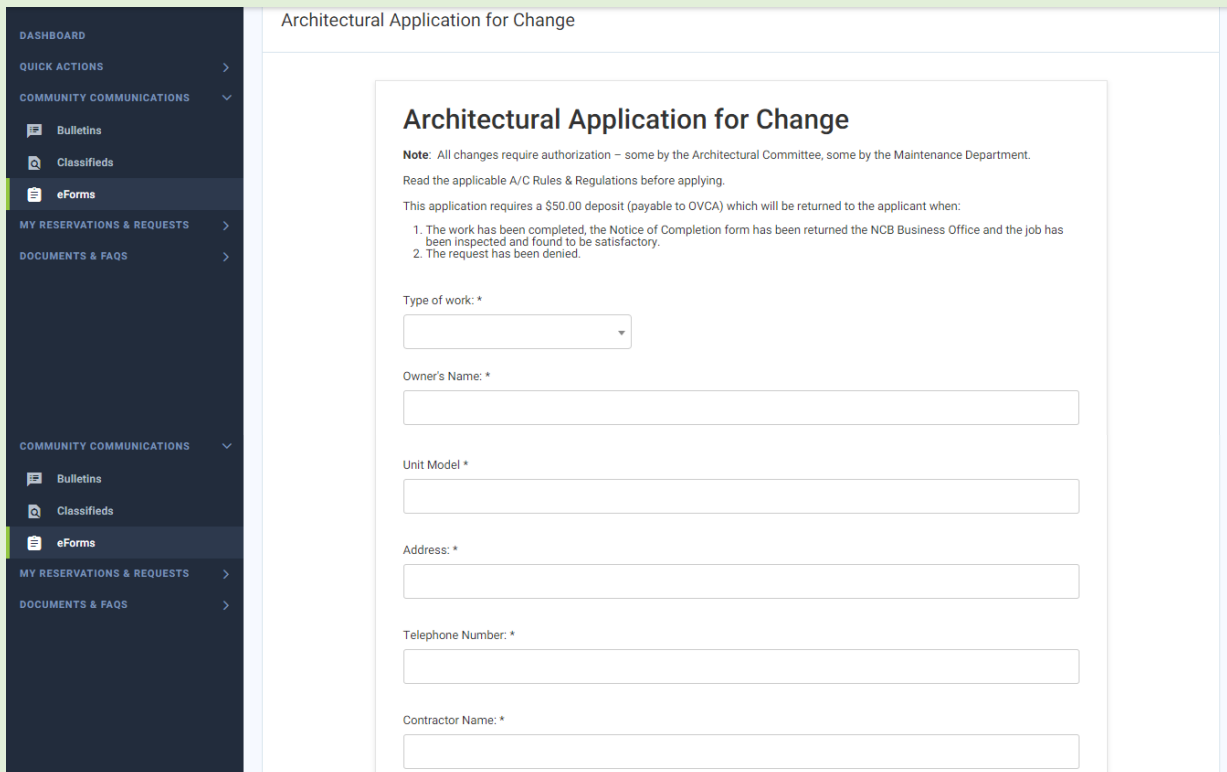
This is where electronic forms are located. You may complete a specific form here and submit it electronically to the Business Office.



The screenshot shows the 'E-FORMS' page with a dark sidebar on the left containing navigation options: DASHBOARD, QUICK ACTIONS, COMMUNITY COMMUNICATIONS (with sub-items: Bulletins, Classifieds, eForms), MY RESERVATIONS & REQUESTS, and DOCUMENTS & FAQs. The main content area is titled 'E-FORMS' and contains a search bar with 'Title' and 'Search' fields. Below the search bar is a table with the following data:

Title	Published at	Actions
Tag/Estate Sales Application	03/10/2020	<a href="#">View</a>
Dumpster/POD Permit	03/10/2020	<a href="#">View</a>
Complaint Form	03/10/2020	<a href="#">View</a>
Architectural Application for Change	03/10/2020	<a href="#">View</a>

To open a specific form, click on **“View”** for the appropriate form. Here, we’ve chosen **“Architectural Applications for Change.”** So click on that **“View.”**



The screenshot shows the 'Architectural Application for Change' form. The title is 'Architectural Application for Change'. Below the title is a note: 'Note: All changes require authorization – some by the Architectural Committee, some by the Maintenance Department. Read the applicable A/C Rules & Regulations before applying. This application requires a \$50.00 deposit (payable to OVCA) which will be returned to the applicant when: 1. The work has been completed, the Notice of Completion form has been returned the NCB Business Office and the job has been inspected and found to be satisfactory. 2. The request has been denied.' Below the note are several input fields: 'Type of work: \*' (a dropdown menu), 'Owner's Name: \*' (a text box), 'Unit Model \*' (a text box), 'Address: \*' (a text box), 'Telephone Number: \*' (a text box), and 'Contractor Name: \*' (a text box).

(form continued below)

Contractor Name: \*

Contractor Address: \*

Contractor CT State Registration Number: \*

Contractor Certificate of Liability Insurance: \*

Describe in detail the changes. \*

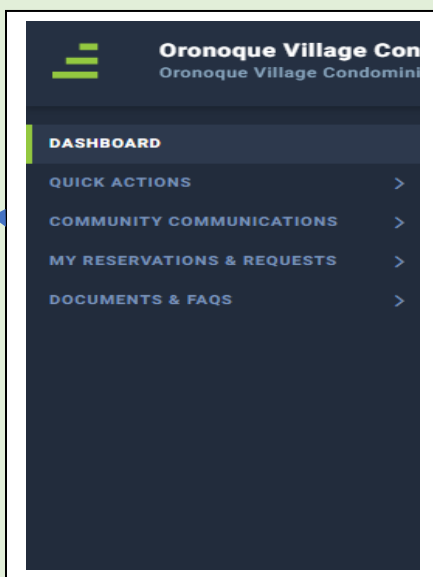
Attach a schematic and/or elevation diagram of the unit with changes clearly drawn in. Schematics and elevation diagrams may be obtained at the OVCA Business Office. Show dimensional locations of all changes

Please upload Schematic and/or elevation diagram

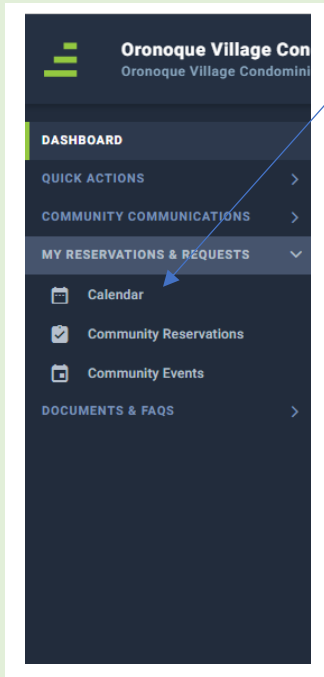
No file chosen

Complete the information requested, attach more info, a photo, drawing, etc., then the click on the green **“Submit Response.”** You will receive a response from the OV Office.

**MY RESERVATIONS & REQUESTS**, Please note that Reservation & Requests during weekends and holidays will not be answered until the following work-day. It is advised you make reservations a few days in advance for times during a weekend or holiday.

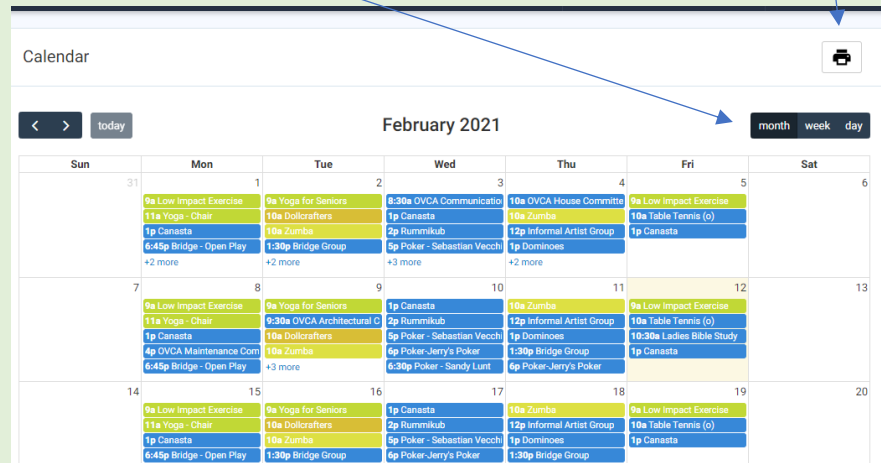


**MY RESERVATIONS & REQUESTS** includes three drop-down tabs:

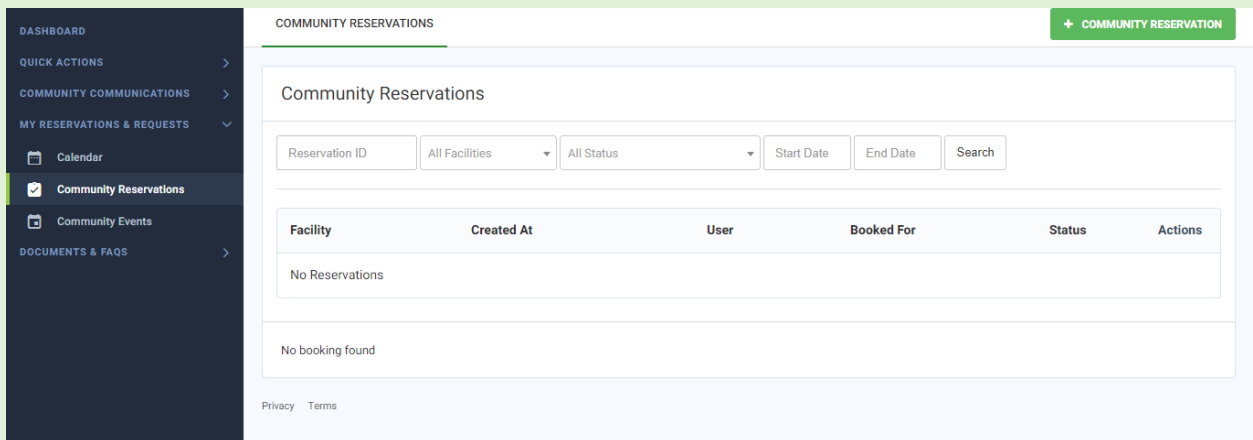


The **CALENDAR** allows you to see events by month, week or day by clicking on those words.

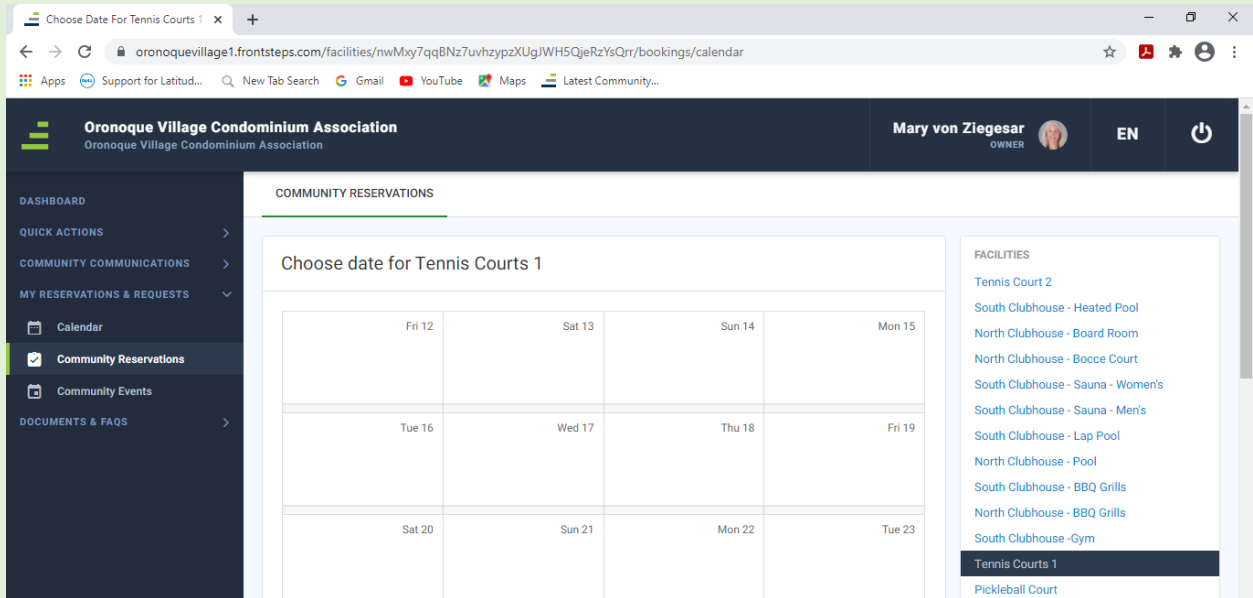
You may also print the calendar by clicking on the printer icon. And, you may change the month, week, day by clicking on the words.



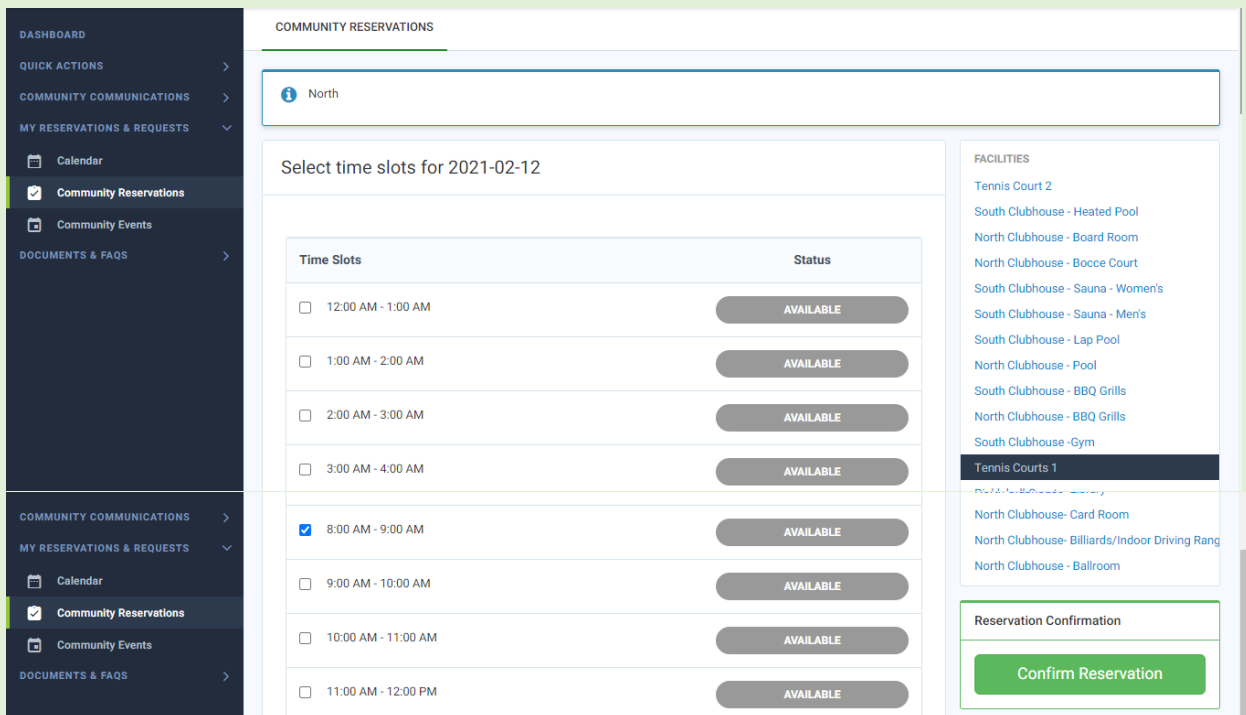
**COMMUNITY RESERVATIONS** is the next drop-down tab. This is a list of items that appear on the Calendar.



To make a reservation, click on the green “+ COMMUNITY RESERVATION” tab and complete the information requested. A blank calendar will appear. Click on the respective tabs for facilities, status, start date, end date. When click on the facility, that will appear at the top of the screen under “Choose Date for \_\_\_\_\_” To demonstrate, we selected Tennis Courts1



Continue through the request. Here, Tennis Courts 1 has been selected. When the **FACILITIES** choice has been clicked, a “Status” list will appear – showing times available, or not available.



Select the **time slot** desired from among those slots “available,” then click on the green “**Confirm Reservation.**” After submitting the “Confirm Reservation,” the following screen will appear indicating the status of your Reservation as “**Pending.**” You will receive an email confirming or denying the reservation request.

The screenshot shows the 'COMMUNITY RESERVATIONS' dashboard. On the left is a dark sidebar with navigation options: DASHBOARD, QUICK ACTIONS, COMMUNITY COMMUNICATIONS, MY RESERVATIONS & REQUESTS (with a dropdown arrow), Calendar, Community Reservations (highlighted with a notification badge), Community Events, and DOCUMENTS & FAQs. The main content area has a header 'COMMUNITY RESERVATIONS' and a '+ COMMUNITY RESERVATION' button. Below is a search bar with fields for Reservation ID, All Facilities, All Status, Start Date, End Date, and Search. A table lists reservations with columns: Facility, Created At, User, Booked For, Status, and Actions. One reservation is shown: Tennis Courts 1 #2HQFAS, created on 02/12/2021 at 09:42 AM by Mary von Ziegesar [596B SIOUX LANE], booked for 02/12/2021 from 8:00 AM to 9:00 AM, with a status of 'PENDING' and a 'View' button. At the bottom, it says 'Displaying 1 booking'.

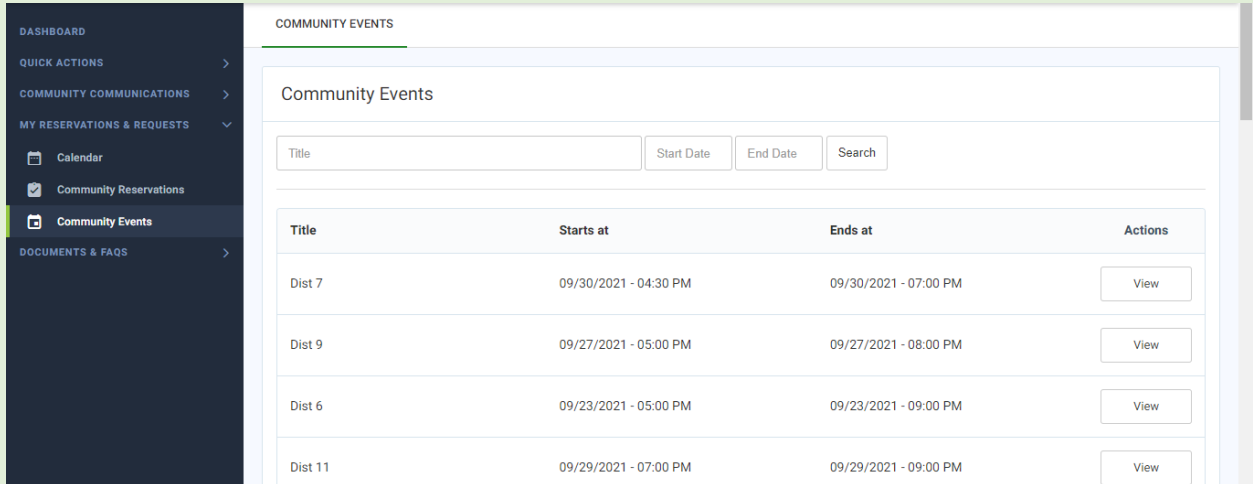
When you click on “PENDING” the following screen will appear

The screenshot shows the details for 'Community Reservation #2HQFAS'. The status is 'PENDING' in a large orange button. The reservation details are: User: Mary von Ziegesar [596B SIOUX LANE], Facility: Tennis Courts 1, Created At: 02/12/2021 at 14:04:42, Booked For: 02/12/2021, and Time Slots: 8:00 AM - 9:00 AM. There is a 'Share your comments here ...' text area with a 'Post Comment' button below it. A 'CANCEL' button is in the top right corner. At the bottom, there are links for 'Privacy' and 'Terms'.

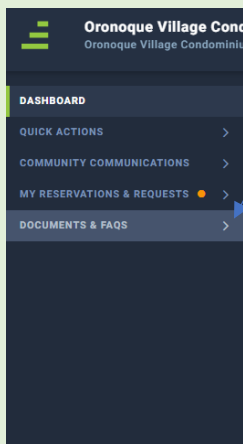
This above screen is a summary of your Pending Reservation. This page allows you to make any additional comments about this Reservation. Below is the APPROVED acknowledgement.

The screenshot shows the 'COMMUNITY RESERVATIONS' dashboard. The sidebar is the same as in the previous screenshot. The main content area shows a table with one reservation in 'APPROVED' status: Tennis Court 2 #UEQ1XQ, created on 08/20/2021 at 09:42 AM by Mary W. von Ziegesar [596B SIOUX LANE], booked for 08/21/2021 from 8:00 AM to 9:00 AM, with a status of 'APPROVED' and a 'View' button. The search bar and table headers are the same as in the previous screenshot.

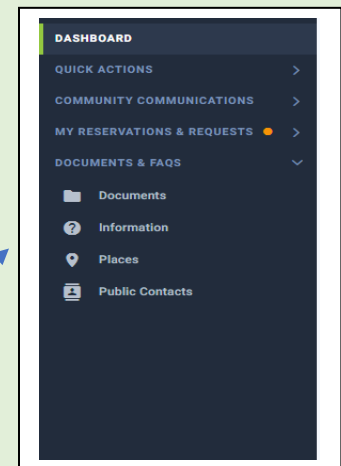
**COMMUNITY EVENTS** is the last of these drop-down tabs under My Reservations & Requests. This is where you find a listing of scheduled OV events. These events also appear on the **CALENDAR**, however, private party events do not appear on this listing. Private party events are not applicable at this time.



We are almost finished with the **DASHBOARD**, and this is where you will find important information: **DOCUMENTS & FAQs**. Click on this tab.



and the drop-down list of options



This is where you will find: **DOCUMENTS, INFORMATION, PLACES, PUBLIC CONTACTS**

**DOCUMENTS** begins with **INTERNAL DOCUMENTS**. This area is divided into FOLDERS and FILES. This includes OVCA and OVTD information. Club and Association information ..... resources. **INTERNAL DOCUMENTS** will appear. This site is where you may find many OV internal files. These files are in **FOLDERS** or in **FILES**. To open a folder or a file, click on it. You may also search for the file or folder. More files will be added here as the site is fully uploaded with information. Note: The OV Website has these and many other documents.

INTERNAL DOCUMENTS

Internal Documents

Search files or root folders

**Folders**

- Architectural 10 Item
- By Laws 5 Item
- Maintenance Responsibility 1 Item
- PickleBall Club 0 Item
- Rules Handbook 1 Item
- Tax District 2 Item
- Tennis Club 0 Item
- Waiver Hold Harmless 1 Item

**Files**

Name ▲	Uploaded By	Uploaded At	Actions
1 DECLARATION MASTER	linda arvers	10:37:42 AM Mar 09 2020	Download
2 SCHED A X BY LAWS	linda arvers	10:37:42 AM Mar 09 2020	Download
3 AMENDED AND RESTATED BY-LAWS RECORDED IN BOOK 4018 AT PAGE 292 SLR	linda arvers	10:37:42 AM Mar 09 2020	Download
4 FIRST AMENDMENT TO AMENDED AND RESTATED DECLARATION RECORDED IN BOOK 4008 AT PAGE 339 SLR	linda arvers	10:37:41 AM Mar 09 2020	Download
4A. OVCA - Second Amended Restated Bylaws Recorded	linda arvers	10:37:43 AM Mar 09 2020	Download
5 HANDBOOK-RULES AND REGULATIONS 2019	linda arvers	10:39:07 AM Mar 09 2020	Download
AC Rules Regs JMR1	linda arvers	10:35:36 AM Mar 09 2020	Download
AC Sect 2JMR2	linda arvers	10:35:36 AM Mar 09 2020	Download
AC Sect 3JMR2	linda arvers	10:35:37 AM Mar 09 2020	Download
AC Sect 4JMR1	linda arvers	10:35:36 AM Mar 09 2020	Download
AC Sect 5JMR3	linda arvers	10:35:37 AM Mar 09 2020	Download
AC Sect 6JMR1	linda arvers	10:35:37 AM Mar 09 2020	Download

1 2 Next > Last >

Be sure to go to the bottom of this screen to click **“Next”** or **“Last”** so you are accessing every FOLDER and every FILE.



## INFORMATION is FREQUENTLY ASKED QUESTIONS (FAQS)

The area contains an abundance of valuable information about OV to help inform you. The Places and Public Contacts includes information outside of our community. We suggest you spend some time reviewing the information here.

Buildings: Exterior and Interior of Units	Responsible	Additional Info
Roof (replacement, leaks, etc.)	OV	Additional roofs added by owner are "U" responsibility
Gutters, downspouts, louvers, chimney caps, etc.	OV	Repair/replace and maintain
Exterior siding/trim	OV	Repair/replace/paint and maintain
Glass for windows and sliding doors (original)	OV	If unit owner replaced with new construction window/sliding door, glass becomes "U" responsibility
Window frames	UO	To include rollers, locks, weather stripping and misc. components
Added enlarged/enhanced windows or sliding doors	UO	
Sliding glass door frames	UO	Glass replacement for original-sized doors and the master wood frame only, is "OV" responsibility
Doors (original construction)	OV	Basic repairs and maintain

Click next on **PLACES** and a map and off-site venues will appear.

Places

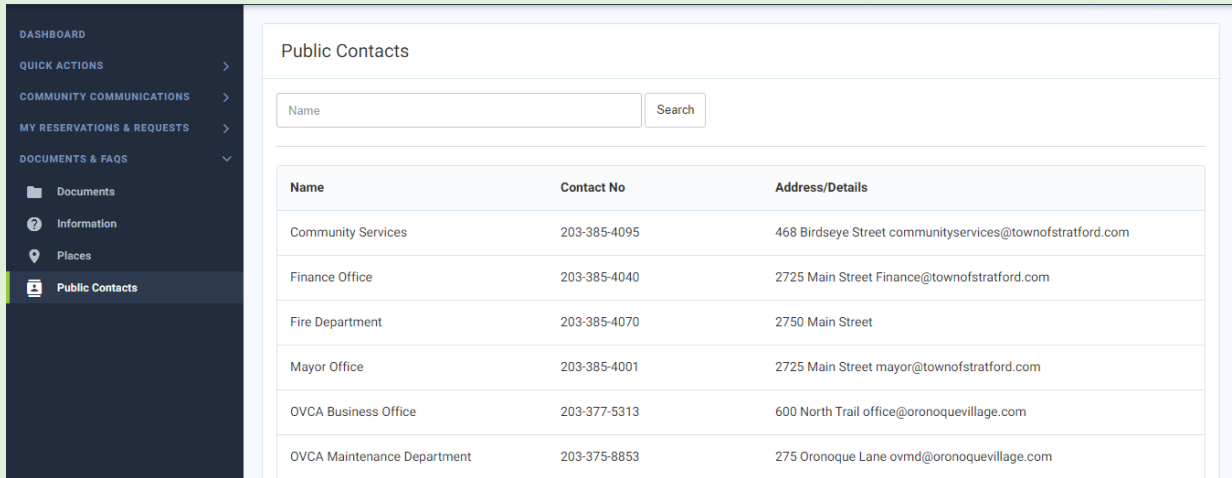
eg. Hospital, Italian Restaurant All Categories 1 Mile Search

View All (26)

Map Satellite

- Roosevelt Forest  
700 Peters Ln  
Park
- Dunkin'  
7365 Main St  
Donut Shop
- Oronoque Country Club  
385 Oronoque Ln  
Golf Course
- Homewood Suites by Hilton  
6905 Main St  
Hotel
- Dao Fusion Cuisine & Lounge  
7155 Main St

Now, click on **PUBLIC PLACES**. This is another resource area where Public Offices and Public Services are listed.



The screenshot shows a dashboard interface with a dark sidebar on the left containing navigation options: DASHBOARD, QUICK ACTIONS, COMMUNITY COMMUNICATIONS, MY RESERVATIONS & REQUESTS, and DOCUMENTS & FAQs. Under DOCUMENTS & FAQs, there are sub-options: Documents, Information, Places, and Public Contacts (which is highlighted). The main content area is titled 'Public Contacts' and includes a search bar with a 'Name' input field and a 'Search' button. Below the search bar is a table with the following data:

Name	Contact No	Address/Details
Community Services	203-385-4095	468 Birdseye Street communityservices@townofstratford.com
Finance Office	203-385-4040	2725 Main Street Finance@townofstratford.com
Fire Department	203-385-4070	2750 Main Street
Mayor Office	203-385-4001	2725 Main Street mayor@townofstratford.com
OVCA Business Office	203-377-5313	600 North Trail office@oronoquevillage.com
OVCA Maintenance Department	203-375-8853	275 Oronoque Lane ovmd@oronoquevillage.com

**This concludes THE DASHBOARD section of the Manual. Congratulations!**