

TO: HOA Board Members

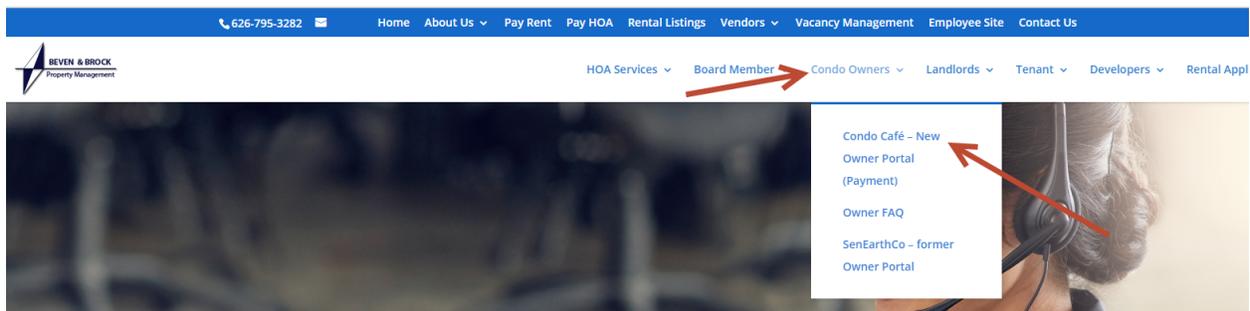
In early July we provided you with information as to how to access live financial reports through our web-site. Hopefully, by now, you have attempted to check out this great feature out and were able to access your financial reports on your own schedule. This access is direct into our accounting software program. If you haven't done so, the link to the instructions is provided again below.

One aspect of your financial statements, the monthly reconciliation, is available only through Condo Café, which is the owner portal. The reason for this is that the monthly reconciliation report contains the actual bank statement (s) which are external to our accounting system. Most board members want to see current financials, however, the full board should review the reconciliation report at least quarterly, as required by law. The Treasurer may want to view them monthly. Currently, the June reconciliation report is available for you to view. The timing of when your reconciliation report will be available is unchanged. Generally, all reconciliation reports will be on the site by no later than the 20<sup>th</sup> of each month.

While owners can access Condo Café, the reconciliation reports are available for board members only.

If you haven't yet accessed Condo Café, you will need to request a new invitation, as the one provided already has likely expired. To receive an invitation, email [Login-help@bevenandbrock.com](mailto:Login-help@bevenandbrock.com).

Once you receiving the invitation, go to the web-site: [www.bevenandbrock.com](http://www.bevenandbrock.com) and you will need to go to the "Condo Owners" section of the web-site and click on the first link "Condo Café". (See screen shots below)



Once you receive your invitation, you will receive a "registration code", with a link. Or you can register as indicated below. If you are requested to provide a phone number, DO NOT put a phone number in. You only need your email and the "registration code".

**WELCOME TO OWNER SERVICES**

If your username is not an email address, click [here](#) to login.

Email

Password

[Sign In](#)

[Forgot password?](#)  
[Click here to register.](#)  
[Send Verification Email](#)

**MAKE PAYMENTS**  
 Pay online, check the status of your payments and review your payment history.

**REGISTRATION & TECHNICAL SUPPORT**  
 To get your registration code and instructions on registering for the site or for technical help please email [Login-help@bevenandbrock.com](mailto:Login-help@bevenandbrock.com) or call 626-243-4171

Download on the **App Store**

ANDROID APP ON **Google Play**

Once you are in the site, click on “Documents” and then on the sub-folder “Monthly Reconciliation”. We are working to resolve an issue, but the actual monthly reconciliation may appear below the folder in the list, or you may have to click on the yellow folder icon to open the folder.

Portal User Guide Make A Payment My Profile Add Additional Address Property Occupancy **Documents** Profile

Logged in as: Wayne, John - 1234 Sample Street #1 Unit: 1

**MY DOCUMENTS**

Folders Upload Documents

Search

Expand all Collapse all

Description	File Name
▼ Top	
▶ Board Documents	
▶ Meeting Minutes	
▶ Monthly Reconciliation	
▶ Property Forms	
▶ Voyager Reports	
Articles of Incorporation	agu961 articles.pdf
Bylaws	agu961 bylaws.pdf
CC&Rs	sample cc&rsdocx.docx

While you are on the site, please explore the other areas of the site. We would like your help in encouraging your owners to register and update their profile, which will help us and you in the future.

As always, Thank You, for your service to your Association.