

## Northwest Property Management - E-Correspondence & Online Portal

The HARVEST RUN I & II HOA contracts with Northwest Property Management staff members to oversee our community and keep things running smoothly. Their website is a great place to learn more about services, assessment payment options, and required architectural forms. Homeowners are also encouraged to use the CINC online portal, which provides pertinent information about the community and their accounts. Owners can oversee HOA payments, place online architectural requests, and view a community calendar with association meeting dates. We encourage ALL homeowners to register and sign up for both electronic correspondence (receiving letters and notices via email) and online portal access offers convenience and saves the association thousands of dollars by reducing costly paper, copying, and mailing charges. Residents can select any type of assessment payment option they want and still sign up for e-correspondence and portal information. Access the portal directly or through the property management website listed below. Please check your email spam folder, as correspondence comes from several different authorized email addresses.

Northwest Property Management - 780 Tek Dr, Crystal Lake, IL 60014

815-459-9187 General Questions - Mary Ext. 226 / Accounting - Nicole Ext. 213

Website: <https://northwestpropertymanagement.net/>

Direct Link to Portal: <https://nwprop.cincwebaxis.com>

**Select the Account Info Menu and then the My Profile section. Then select the Correspondence tab**

The screenshot displays the Northwest Property Management online portal. The top navigation bar includes links for Dashboard, Home, Help Instructions, Pay Assessments, Account Info (highlighted with a red box), Community Info, Board Overview, Contact Us, and Violations. The Account Info dropdown menu is open, showing options for Account Information, My Profile (highlighted with a red box), ACC Requests, and Work Orders. The My Profile section is active, showing tabs for Account Details, Communication (highlighted with a red box), Directory, and Member List. The Communication tab contains sections for Telephone Numbers, Receive Correspondence, Billing Information, and Email Notification Preferences. The Receive Correspondence section has a toggle for 'Email' (highlighted with a red box) and a text box stating 'This toggle must be "green" on the word "Email" to ensure electronic communication.' The Email Notification Preferences section has a toggle for 'Broadcast Emails' (highlighted with a red box) and a text box stating 'This toggle must be "green" = ON for Broadcast Emails to ensure electronic communication.'