

Welcome to the

Seagrove Highlands Owners



Vacasa Management Office

1333 Miracle Strip Parkway SE
Fort Walton Beach, FL 32548

Contact Your Vacasa Management Team

Email: SeagroveHighlands@Vacasa.com

Christina Weber

Community Association Manager

Email: christina.weber@vacasa.com



Enclosures

- Owner Portal Instructions
- Accessing Association Documents
- Owner Info Form to Complete: This will assure we have the correct information on file, Please update the attached form and send back to Christina at christina.weber@vacasa.com

Important Information

1. Please contact your manager at christina.weber@vacasa.com to update your contact information and to set up your owner portal.
2. For after hours maintenance emergencies, please contact our emergency line.
3. Common Area Maintenance requests can be submitted online through your [AppFolio owner portal](#) or by calling the office.
4. To view or download copies of your governing documents, please login to your [AppFolio owner portal](#) and select "documents" on the left hand side.
5. To update contact information and communication preferences, please go to your owner portal.
6. To make payments Online set up an account on the Association website at: www.seagrovehighlands.org/

Owner Portal Instructions

Appfolio Owner Portal allows you access to view and make changes to:

- Contact Information
- Submit Common Area Maintenance Requests
- Submit Architectural Review Application
- Update Renter Information

Tips

- Download the Appfolio Mobile App by searching “Online Portal by AppFolio” in your Mobile App Store. [Android, iPhone](#)
- Go to vacasa.appfolio.com/connect to create an account.

AppFolio currently serves 4 million clients, representing over 15 million dwellings, and was designed to provide community association homeowners and leadership with increased visibility into their association activities and accounts. We look forward to seeing your association benefit from features like:

- Dedicated board and homeowner portals providing access to important association documents
- Mobile-friendly access
- Ability to request maintenance for association property through your online portal (maintenance will be performed subject to Board of Directors review and approval)
- Robust reporting capabilities for association leadership

Rental Management with Vacasa

The Vacasa rental team would love to tell you our story of how our local team along with our powerhouse central booking machine can provide you with outstanding customer service along with maximizing your rental income. Contact us today! Gina Rutherford/Sales Executive gina.rutherford@vacasa.com or call at 850.851.9130

Owner Information Form

Unit Address: _____

Owner(s) Name: _____

PRIMARY CONTACT INFORMATION – REQUIRED

(This is the contact information used to convey official notifications and documents)

Primary Mailing Address: _____

City, State, ZIP: _____

Primary Phone Number: _____ () Landline () Mobile

Primary Email Address: _____

SECONDARY CONTACT INFORMATION

(This contact information is optional and may be used when primary contact is unreachable)

Secondary Phone Number: _____ () Landline () Mobile

Secondary Email Address: _____

Emergency Contact: _____

This unit is a: Short Term Rental Long Term Rental Primary Residence

(If your unit is a rental, kindly provide management company information)

Management Company Name & Contact Info: _____

PETS

Breed: _____ Name: _____

Breed: _____ Name: _____

VEHICLES

Year: _____ Make: _____ Model: : _____ Color: _____ License Plate: _____

Year: _____ Make: _____ Model: : _____ Color: _____ License Plate: _____

CONSENT AND AUTHORIZATION FOR ELECTRONIC COMMUNICATION

__ Yes, I do hereby consent to receive meeting notices, statements, and other communications via electronic mail.

_____ I do / _____ I do NOT, want my email and/or telephone contact information published in the owners

Directory. Owner Signature(s): _____

Date: _____

Please complete, sign, and return this form via email to Christina.Weber@Vacasa.com or mail to VCAM, ATTN:

Christina Weber, 396 Lakewood Drive, Santa Rosa Beach, FL 32459