

**Welcome Package**  
**Portside Condominium Homeowners Association, Inc.**

Order: 5GMMKMT5F  
Address: 17620 Front Beach Rd Unit N6  
Order Date: 05-06-2024  
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HomeWiseDocs



Dear Portside Condominium Owners,

Virtuous Management Group is excited to be your management company. We consider it a privilege to serve your Association and we look forward to building a great working relationship while providing excellent service to you, our new Virtuous customer.

Virtuous Management Group provides management and financial services for homeowners and condominium associations. Our mission is to continually improve homeowner value by providing unparalleled service. We will work tirelessly to help you thrive by managing with integrity and commitment to your community's long-term goals. The team at Virtuous Management Group comes to work every day because we care about you and your community. For more information about who we are, please visit us at [www.virtuousmg.com](http://www.virtuousmg.com).

**Our team contact info is:**

**CAM:** Tammi Link – Email: [tlink@virtuousmg.com](mailto:tlink@virtuousmg.com) Phone: (850) 420-0852

**Accounting:** Michelle Parker – Email: [mparker@virtuousmg.com](mailto:mparker@virtuousmg.com) Phone: (850) 610-8222 ext. 118

Please complete and return the enclosed owner contact sheet to us by email to [ar@virtuousmg.com](mailto:ar@virtuousmg.com) or by mail to:

Portside Condominium Homeowners Association  
c/o Virtuous Management Group  
500 Grand Blvd., Ste K-220  
Miramar Beach, FL 32550

**Payment Options are listed on the next page.** For the quickest and most reliable method of payment register on Virtuous' online owners' portal at [www.virtuousmg.com](http://www.virtuousmg.com).

We look forward to working with you. If you have any questions, feel free to contact us.

Sincerely,

Virtuous Management Group, LLC

**500 Grand Blvd # K-220  
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## PAYMENT OPTIONS

Virtuous Management offers the following payment options to submit your assessment:

- **Online Payments** – This option is available through the Portside Owners Online Portal. It allows for making payment online by eCheck at no charge. Credit Card payments are also available for a fee. The online portal can be activated by going to [www.virtuousmg.com](http://www.virtuousmg.com) and select Online Portal from the menu bar.
- **Bank Bill Pay** – If you are paying via electronic bill pay at your bank, update the mailing address to PO Box 1687, Brandon, MS 39043. Please verify that your account/unit number is referenced.
- **By Mail** (coupon booklet) – Please make your check payable to Portside Condominium Homeowners Association and include your payment coupon.  
**Community Operations**  
**PO Box 1687**  
**Brandon, MS 39043**

Should you have any comments, questions, or concerns please feel free to contact us.

Sincerely,

Virtuous Management Group  
Accounting  
[ar@virtuousmg.com](mailto:ar@virtuousmg.com)  
(850) 610-8222

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**OWNER INFORMATION SHEET**

Please provide us with the following so we may update your information in our system.

**Association Name:** \_\_\_\_\_

**Association Property Address:** \_\_\_\_\_

**Owners Name:** \_\_\_\_\_

\_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Mobile Phone:** \_\_\_\_\_

**Mobile Phone:** \_\_\_\_\_

**Other Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Homeowner agrees that by providing email, Virtuous Management Group may use email to contact homeowner for HOA purposes.

\_\_\_\_\_ Check here if you are designated as the official contact of property owned by multiple parties.

\_\_\_\_\_ Check here if you consent to have your name and contact information shared in the directory.

\_\_\_\_\_ Check here if you consent to receive electronic meeting notifications.

Do you rent your unit: Y\_\_\_ N\_\_\_ Rental Management Company: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please submit the completed form by email to [ar@virtuousmg.com](mailto:ar@virtuousmg.com)

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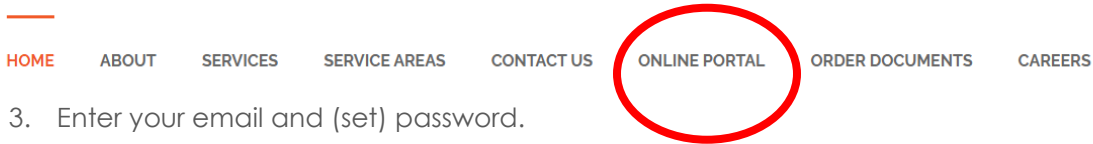


Setting up automatic payments for your dues is easy to do via the Owner Portal.

To pay your HOA/COA dues via credit/debit or bank draft, you must first activate your Owner Portal.

To get started with the Owner Portal, follow these steps:

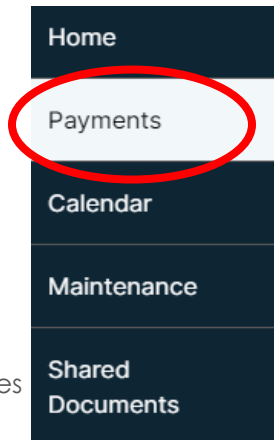
1. Go to [www.virtuousmg.com](http://www.virtuousmg.com)
2. Click 'Online Portal'



3. Enter your email and (set) password.

The login form includes the Virtuous Management Group logo, the text 'Online Portal', an 'Email' input field, a 'Password' input field with a toggle icon, and a blue 'Sign In' button. Below the button is a link for 'Forgot your password?' and a note: 'Interested in signing up for online access? Please contact your property manager.'

4. Once logged in, on the Left Bar, Click 'Payments'
5. Click 'Set Up Auto-Pay'
6. Enter your payment details.
7. Check the option to pay 'Outstanding Balance in Full'. This way the amount paid will automatically adjust as dues change.



Note: While there are currently no fees to pay via e-check/bank draft, there are fees for credit card and debit card payments.

If you have any questions about accessing your Owner Portal, please contact the VMG Accounting Department at 850-610-8222 for assistance.

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