



Magnolia Point Community Association (MPCA)

Website User Guide magpt.org

Welcome to our new Magnolia Point website home page. All residents, new and existing, entering this portal for the first time will have to register. Our Home Page offers only general information to the public; resident information is restricted. Once registered, residents will be able to experience the full complement of options that includes general information about Magnolia Point, May Management Services, community resources, governance, financials, Board documents, and committee Information and forms.

I. **HOME PAGE MENU:** This information is primarily for public use and provides the following:

- a. **ABOUT US** provides a welcome letter for new residents, information on May Management Services, general Board and Committee descriptions.
 - o **MAY MANAGEMENT SERVICES** is our association management service. Select, and residents see the login portal where documents pertaining to MPCA, such as messages, certificates, election procedures portal instructions, and reside.
- b. **DIRECTIONS** provides routes to the community and a street map of Magnolia Point.
- c. **REGISTRATION-NEW WEBSITE:** New and existing Magnolia Point residents must register for first time use. Select the green Register button on the upper right-hand side and follow the prompts. Once registered, residents will then be able to enter with a simple I.D. and password just as they have in the past. Please note when asked the first time for your email address, enter one primary email address to be used to manage potential future one vote per household for electronic voting and surveys. Residents have an opportunity to add other email addresses as they continue.
- d. **GREEN BUTTONS, RIGHT HAND SIDE: Contact Us, Register, Login and Search**
 - **CONTACT US:** used by prospective residents inquiring about general information; existing residents use this option for questions or concerns to either the Board or a specific Committee Chair. You will have the option to make one selection to receive your request; the Board will be copied on all Contact Us requests. Your response will come from the area you selected.
 - **REGISTER:** Once the initial migration is done by existing members, this button will be used by new residents to the community to register.
 - **LOGIN:** used by registered residents once their initial registration is complete.
 - **SEARCH OPTION (public is restricted):** available using simple search words: Minutes, Governance, Agendas, Committees, Board, etc. Once in the right area, residents should be able to see the document in question. Documents are arranged by year and month.
 - **NAMING CONVENTIONS** within main categories: For ease in finding documents, the following naming convention is used. Year-month, name. Examples:
 - o Residents wishing to find the Board minutes of October 2024: search 'Minutes'; select 2024 and the minutes will read '2024-10 BoD Mtg Minutes'.
 - o Residents wishing to view ARC Committee reports March 2026: 'Committee Reports'; select ARC, the year, and then find the respective report.

II. **REGISTERED RESIDENTS HOME PAGE:** Registered residents can use the active horizontal menu tabs, each marked with content: About Us, Community Resources, Governance, Financials,

Board Documents, Committees and Forms. To the upper right, residents will find three buttons: Contact Us, Register, Login and Search (see: I. d. for explanation).

a. CENTER OF HOME PAGE:

- Left: Important Links (examples: annual meeting information, reporting road, drainage or waterway issues, Virtual Meeting Guide, VMS system and the VMS/TekWave PC User Guide.
- Left: Rotating Bulletin with useful reminders.
- Right: Upcoming events (example: board meetings, agenda, virtual guide).
- Right: E-Mails Sent: a reminder of emails sent to all residents with topic/date of emails in topic or summary form.

b. BOTTOM OF HOME PAGE:

- Information about MPCA.
- Information about our Community Association Manager.

III. HORIZONTAL MENU TAB CONTENT - HOME PAGE:

1. COMMUNITY RESOURCES:

- Acronym: list of acronyms used (helps to keep the document references simplified).
- Clay County
- Green Cove Springs
- Food Pantry
- Magnolia Point Golf and Country Club
- Magnolia Point Women's Club
- Visitor Management System (VMS) used to register guests entering the community.

2. GOVERNANCE contains requirements of Florida Statute FS 730, the statute informing our association of what must be on the website.

- Articles of Incorporation
- Bylaws
- 1985-1987 PUD & Annexation Documents
- Common Parcels
- Covenants Consolidation
- FS720
- Maps and Plats
- Organization Chart
- Policies and Guidelines
 - 2026 Record Retention Policy
 - 2026 Policies & Guidelines for Residents Handbook
 - 2026 Magnolia Point Crime Policy
 - 2025 Delinquent Assessment Collection
 - 2023 Rule Making Policy
 - 2019 Resident Remote Policy.
- 2018-2019 Turnover Documents

3. FINANCIALS

- Contracts
- Financial Reports

- Insurance Policies
- Use Agreement

4. BOARD DOCUMENTS

- Board Highlights (Actions)
- Board Meeting Agendas
- Board Meeting Minutes
- Board Meeting Annual
- Board Meeting Special
- Certificates – Board Members
- Surveys

5. COMMITTEES (under each committee will be three options: Mission Statement, Reports and Information).

- Access Control (AC)
- Architectural Review (ARC)
- Communications (COM)
- Covenants Consolidation Review (CCR)
- Community Liaison (CLC)
- Landscape & Irrigation (L&I)
- Roads, Drainage, Waterways (RDW)
- Rules Enforcement (REC)
- Strategic Planning (SPC)

6. FORMS:

- Board Candidate Worksheet
- Community Liaison Resident Suggestions (CLC)
- Driveway Application (ARC)
- Electronic Vote Revocation of Consent
- Electronic Voting Consent Form
- Email Consent to receive emails from MPCA
- Estate Sale Vendor Agreement
- External House Color Change Application (ARC)
- Fence Application (ARC)
- Landscaping Application (ARC)
- Mailbox Standards (ARC)
- New Home Construction, Additions, Screened Rooms Form (ARC)
- Other Projects Application (ARC)
- Owner-Tenant Information
- Pool Installation Request (ARC)
- Remote Request - Entry Gate (AC)
- Report Roads, Drainage, Waterways Problems (RDW)
- Roofing Application (ARC)
- Remote Request - Entry Gate (AC)
- Report Roads, Drainage, Waterways Problems (RDW)
- Volunteer for Committees – Sign up
- When Do I Need a Permit? (ARC)