

## TASKERS CHANCE HOMES CORPORATION

c/o Vanguard Management Associates, Inc.

P.O. Box 39 • Germantown, Maryland 20875-0039

Dear Taskers Chance Homeowner,

**Taskers Chance HOA** is pleased to announce that we are launching a new website and online membership management system. As part of the pre-launch process, we have worked hard to clean our records and import all of your existing account data into the new system. Due to differences in formatting and how information is stored there will be some records that are incomplete or need to be adjusted. We ask that when you first log into the new system you please take a moment to verify all of your account information and make any corrections needed. If you have any questions or need assistance with any change, please contact us at [taskerschance@verizon.net](mailto:taskerschance@verizon.net)

To fill out the pool pass application, go to <http://taskerschance.org> and click on the Member splash link in the pool information site on the left side of our webpage.

A. Taskers Chance Homeowners only (Others see B below):

To log into your new account please complete the following steps:

1. Click on the **Member Login** on the web page.
2. The username for your account is **\*|HOA Dues acct number|\*** If you are unable to find your HOA dues acct number you can send an email to [taskerschance@verizon.net](mailto:taskerschance@verizon.net), [taskerschanceinfo@gmail.com](mailto:taskerschanceinfo@gmail.com), or contacting Nancy Keen at [nancy@VanguardMgt.com](mailto:nancy@VanguardMgt.com) or 301-540-8600 x3303 for the Accounting Department.
3. The default password for your account is **taskerschance**. **\*IMPORTANT:** You will see a reminder when you log in that you are using the default password. Please take a moment to update it to something secure and be sure to store that password somewhere. If you ever lose your password, you can use the password reset link, but this requires a valid email address on file. You can store one email address per adult member by clicking Edit next to their name on the account management screen.
4. Add and delete members. To do so, click the "+" sign and add any members needed. If you need to delete a member, click on the trashcan icon next to each member and delete. ***Please remember, all members must have the same permanent address.***
5. Edit all info for each member. To do so, click on the pencil icon next to each member's name and edit phone, email, gender, member type and/or date of birth.
6. Upload a face shot of each individual in your family membership under their name.

*To do so, click on Manage Account, Account Details, add each photo by clicking on the camera icon after each member's name. Please use a close-up headshot or cropped face photo.*

7. Add emergency contact info. To do so, click on the red pencil icon next to emergency contact info and add the correct info.

8. Please secure your 2020 summer family membership spot by making sure you provide **all the member information**, agree to the COVID and Pool Rules, attach a photo for everyone and a rental agreement if applicable. Please include an email address so we can contact you if we have an issue with the application.

9. Please allow 3 to 5 days to process a completed application.

**B. Taskers Chance New Residents/Renters:**

To fill out the pool pass application, go to <http://taskerschance.org> and click on the New Member splash link in the pool information site on the left side of our HOA webpage.

1. Click on the Join link at the top right corner of the Member Splash web page.
2. Fill out all requested information and click submit.
3. The application should be approved within 3 to 5 days.

**For questions regarding your membership and payment status, please contact [TaskersChance@verizon.net](mailto:TaskersChance@verizon.net)**

***Document approvals/attachments***

Pool Rules

Covid agreement

If renter, lease agreement.

Member photos

**We look forward to seeing all soon at our favorite place to cool off!**

Taskers Chance Pool Committee