

CommunityPro® PORTAL

Site Guide

*This tutorial is designed to help Homeowners navigate their Association's **CommunityPro® PORTAL**. Through the CommunityPro® PORTAL Homeowners have access to their ledger card, including their balance, Community Documents and can make online payments.*

Table of Contents

[PORTAL Navigation](#)

[Make a Payment](#)

[System Requirements](#)



Close Help
(Log Out)

- ▶ Home
- ▶ Online Payment
- ▶ Your Profile
- ▶ Your Ledger Card
- ▶ Homeowner Directory
- ▶ Calendar
- ▶ Information Center
- ▶ Change Password
- ▶ Contact Us
- ▶ Terms/Privacy Policy

SUNNYLAND ASSOCIATION INC

Property Owner **LARRY & LOUISE TATE**
210 MAGNOLIA RD #105
ANYWHERE MX 12345

Community Manager **JOHN SUNSHINE**

2180 W SR 434 Ste 5000
LONGWOOD FL 32779-5044



(407)788-6700 ext. 12345



johnsunshine@sentrymgt.com



CommunityPro® PORTAL Navigation



Upon login, the PORTAL's **home page** provides your Community Manager's name and contact information.

To navigate back to this home page, simply select **Home** from the left-hand navigation menu.

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"**Your Profile**" allows you to view information relevant to your personal homeowner account and allows you to update your **User Preferences**, phone numbers, and email addresses. Be sure to **save your changes** by selecting "**Save changes**" before exiting.

Important...Select to **receive correspondence and email blasts** in order to receive pertinent and current information about your community

- Home
- Online Payment
- Your Profile
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Homeowner Profile

Homeowner Information

Association

Owner A/R #

User Preferences

- Include address in Homeowner Directory
- Include phones in Homeowner Directory
- Include emails in Homeowner Directory
- Receive Correspondence via email
- Receive Email Blasts
- Opt out of assessment coupons

CommunityPro® PORTAL Navigation

"Your Ledger Card" allows you to view your balance and account history in detail.

Homeowner Ledger Card for 000202 BARONE,RAYMOND & DEBORAH
 SUNNY0 SUNNYLAND ASSOCIATION INC
 Account balance is 16.19 as of 03/18/2020 Account # 000SUNNY00002024

Search by : From date : (enter as mmddyy or mmdyyy or mm/dd/yy or mm/dd/yyyy)
 By date Search

Search results

[Click to show legend](#)

Date	Description	Trans #	Format	MONTHLY	SPEC ASSMNT	Other Assess	Other Assess	LEGAL	Balance
06/30/2009	BALANCE FORWARD AS OF 6/30/09	1	01	-228.00					-228.00
07/01/2009	JULY ASSESSMENT	2	00	228.00					0.00
08/01/2009	AUGUST ASSESSMENT	3	00	228.00					228.00
08/09/2009	CASH REC'D CHK#959 BARONE	4	04	-228.00					0.00
08/30/2009	REC'D CK# 000000965	5	04	-228.00					228.00
09/01/2009	SEPTEMBER ASSESSMENT	6	00	228.00					0.00
09/19/2009	CASH REC'D CHK#956 BARONE	7	04	-238.00					238.00
09/27/2009	REC'D CK# 000000969	8	04	-228.00					-466.00
10/01/2009	OCTOBER ASSESSMENT	9	00	228.00					-238.00

Scroll down to find most recent entries

"Homeowner Directory" lists homeowners who have registered and given approval to be included in the directory.

Homeowner Directory for SUNNYLAND ASSOCIATION INC

Please note: This Directory only contains those Homeowners who have registered and given approval to be included in the directory.

Group: Search by: Search for:
 Homeowner Last Name Beginning with First name (optional) Search

Search results Homeowner Last Name

Name	Address	Phone	Email
A HOME OWNER	210 MAGNOLIA RD #101 ANYWHERE MX 12345		
BANK ON IT NOW, YOU CAN	210 MAGNOLIA RD #204 ANYWHERE MX 12345		
BARONE, RAYMOND & DEBORAH	210 MAGNOLIA RD #202 555-555-5555 (Home) ANYWHERE MX 12345		rayray@mycompany.com
BUNDY & MARGE SIMPSON, ALBERT	210 MAGNOLIA RD #206 949-215-1299 (Work) ANYWHERE MX 12345		doh@mycompany.com
FOREMAN, RED & KITTY	210 MAGNOLIA RD #205 ANYWHERE MX 12345		netsuke47@aol.com
GIBBS, LEROY JETHRO	210 MAGNOLIA RD #207 555-123-4321 (Home) ANYWHERE MX 12345 555-321-1234 (Work)		leroy@mycompany.com
GOTHAM CITY TRUST	210 MAGNOLIA RD #114 407-768-6700 (Work) ANYWHERE MX 12345		jokey@mycompany.com

"Information Center" contains community documents such as, **Governing Documents, Rules and Regulations, Architectural Application** and more.

Information Center

Cabinet

Drawer

Dates From: To:

List by Drawer or Date







[Search / Open](#)

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- ▶ Home
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- ▶ Your Ledger Card
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- ▶ Calendar
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- ▶ Change Password
- ▶ Contact Us
- ▶ Terms/Privacy Policy




CommunityPro® PORTAL Navigation

Information Center

 Cabinet Association Records ▾
 Drawer Community Information ▾
 Folder ALL ▾
 Dates From: To: 03/19/2020 
 List by Date or Description
 Sort by Most recent date first or Oldest date first
 Description
▶ Search / Open

Sentry's Information Center is organized as a **virtual filing cabinet** with drawers and folders within those drawers. Simply select the drawer and folder desired to find any document

Search results

Type	Options	Cabinet	Drawer	Folder	Date	Description
pdf		SUNNY0	Community Information	Governing Documents	01/07/19	Declaration of Covenants and Restrictions
pdf		SUNNY0	Community Information	Governing Documents	01/07/19	Articles of Incorporation
pdf		SUNNY0	Community Information	Governing Documents	01/07/19	Bylaws

Email documents directly from the Information Center

Open documents as PDF to view, save as or print...

Make a Payment



FOR ASSOCIATION BOARDS

FOR HOMEOWNERS

HOME

ORDER CLOSING DOCUMENTS

CAREERS

SELECT LANGUAGE ▼

MY ACCOUNT

MAKE A PAYMENT

CONTACT US

HIRE SENTRY

Option #1 - From the **Sentry Management Website**, www.sentrymgt.com, select: Make a Payment.



Option #2 – Once logged in to Your **CommunityPro® PORTAL** the Online Payment Options are available via a direct link on the left-hand Menu

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[Click here to view NOTICES of Board and Member Meetings](#)

[Add another property to access](#)

If you own more than one property in this association, or if you own property in another association managed by Sentry, you may choose to add that account to your profile.



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Prior to making your payment if you need your current balance you can access your **Ledger Card** through the **PORTAL** to view your balance. Simply select menu item "**Your Ledger Card**" to access.



Select your **Preferred Payment Method** OR compare payment methods by following the **“Compare Payment Methods”** link.

[Home](#) » [Make A Payment](#)

Payment Methods

Choose from a variety of payment methods, provided by Sentry Management's single-source payment designed to make paying your bill simple, secure and convenient.

COMPARE PAYMENT METHODS »



eCheck »

Use your checking or savings account to make one-time payment, or set up automatic payments including a free AutoPay option.



Credit/Debit Card »

Make a one-time same day or future payment.



AutoPay »

Make a current total balance or fixed amount payment by drafting funds from your choice of electronic payment methods. When you select total current balance paid with eCheck, the payment is free.



Phone Payment

Call toll-free **888-786-6496** (24/7) to make a one-time, same-day payment.



Mail

Mail to: P.O. Box 105302, Atlanta GA 30348-5302. Make check payable to your association. Write your 16-digit account number on the memo line.



In Person »

Go to any local office. We do not accept cash.

Compare Payment Methods

Choose from a variety of payment methods designed to make paying your bill simple, secure and convenient. Select Payment Method details are provided below.

PAYMENT METHOD	FREQUENCY	AMOUNT	FEE
eCheck	AutoPay	Same current balance	None
	Current	Same current balance	\$0.50
	Future	Fixed amount	\$0.50
Credit/Debit Card	AutoPay	Same current balance	\$0.50 (current balance)
	Current	Same current balance	Visa/MasterCard: Account 5.0% Discover/Amex: 2.0% (plus 3.0% fee)
	Future	Fixed amount	\$0.50
Phone	Current	Same current balance	None (one-time fee of \$4.95) Same current balance (one-time fee of \$3.95)
	Future	Fixed amount	None (one-time fee of \$4.95) Same current balance (one-time fee of \$3.95)
In Person	Current	Same current balance	None (per person)

Current balance: Same current balance means the current balance of your account at the time of payment. Future: Same current balance means the current balance of your account at the time of payment. Fixed amount: Fixed amount means a fixed amount of your choice. Account 5.0%: Account 5.0% means 5.0% of the total amount of the payment. 2.0% (plus 3.0% fee): 2.0% plus a 3.0% fee means 5.0% of the total amount of the payment. None (one-time fee of \$4.95): None (one-time fee of \$4.95) means a one-time fee of \$4.95. None (one-time fee of \$3.95): None (one-time fee of \$3.95) means a one-time fee of \$3.95.

Online Payments are made through Sentry’s third-party payment provider. Your Sentry CommunityPro® PORTAL login will not grant access to this website. In order to make online payments you will create an *additional* login for the payment site. Once you select a payment option, follow the prompts to register.

System Requirements

To Navigate Sentry's CommunityPro® PORTAL, the following is required:

For PC-based participants:

- ✓ Internet Explorer 9, Mozilla Firefox 34, Google Chrome 39 or the latest version of each web browser
- ✓ Windows XP, Windows 2008 Server or later
- ✓ Cable modem, DSL, or better Internet connection

For Mac-based participants:

- ✓ Safari 6, Firefox 34, Google Chrome 39 or the latest version of each web browser
- ✓ Mac OS X 10.8 (Mountain Lion) or newer
- ✓ Cable modem, DSL or better Internet connection