

Oak Bridge Condo Association
c/o Bishop Real Estate Management
P.O. Box 446
Nashua, NH 03061



Subject: New Owner Software AppFolio

December 16, 2019

Dear Owners,

This letter is to announce that Bishop Real Estate Management, Inc. will be switching software from Propertyware to AppFolio. You will be receiving an email invitation to access your owner portal. Unlike, Propertyware, the invitation from AppFolio will not expire. Below are a few highlights of the benefits of AppFolio:

In Your Owner Portal, You Can:

- View your monthly statements
- Access inspection reports and documents
- Make secure monetary payments, this includes recurring condo fee payments.
 - Be advised if you pay with credit card, your transaction will be subject to a convenience fee of 2.9%.
 - We do not anticipate any fees should you select to pay by an “ACH”.

Steps to Activate:

- Visit https://bishoprem.appfolio.com/oportal/users/sign_up
- Enter your email address
- Click “Sign Up” --- You will then receive an activation email.
- Check your inbox for the activation email. You will need to confirm your email address and set a password.

Benefits:

- Secure – All of your documents stored in one place
- Convenient – Easily view your monthly statements and critical documents at any time.
- Effortless – No need to dig through your email or find a paper statement.

For the best experience, please use Chrome or Safari browsers.

Please let us know if you have any questions.

Sincerely,

Shelley Gullett

Agent for Oak Bridge Condo Association
Bishop Real Estate Management
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