



Dear Homeowner:

Welcome to your new home! **We ask that you please visit our website www.kuester.com and complete the online registration to receive the most enhanced services.** If, after visiting our website, you have any additional questions, please contact one of our Community Support Managers either by email at: support@kuester.com, or by phone at: 803-802-0004. Once you have created a login, you can go directly to the login page for Ocean Dunes at <https://kmg.cincwebaxis.com/>. Ocean Dunes also maintains a public website (no login required) containing much useful information and documents at oceandunesresortnc.com.

How to Register

1. At www.kuester.com, click **CUSTOMER LOGIN** at the top right of the page. This takes you to the Login/Register screen.

Ocean Dunes Homeowners Association Inc

The screenshot shows a login/register form with the following elements: an 'Email Address' input field, a 'Password' input field, a green 'Login' button, a green 'Register' button, a 'Remember me?' checkbox, and a 'Forgot your password?' link.

2. Click **Register** on the login screen to create your login. A page opens in which you fill in your user information. You need your 5-digit Customer Account # to set up your login. Fill in all the fields shown below.

The screenshot shows a registration form titled 'User Information (Used for verification only)'. It contains two columns of input fields. The 'Account Number' field is circled in red. A red note above the right column states 'This is the 5-digit account # on your dues.' The form includes fields for First Name, Last Name, Street Number, Street Name, City, Zip, State (dropdown), Unit Number, Home Phone, and Mobile Phone. A legend at the bottom left indicates that an asterisk (*) denotes a required field.

Directory Listing - Do you want to be listed in the community online directory?

Show / Opt-in:

Display Name:

Display Address:

Display Email Address:

Display Phone Number:

Login Information

Email Address:*

Register

3. Please note that your Login Id going forward will be your email address. You enter your email address under **Login Information --> Email Address** on the Registration screen.

How to Log In

1. Once your registration information is confirmed, you will be emailed a link to change your password.
2. Go to the login page for Ocean Dunes at <https://kmg.cincwebaxis.com/>.

Ocean Dunes Homeowners Association Inc

Email Address

Password

Login **Register**

Remember me? [Forgot your password?](#)

3. Enter your email address and password and click **Login** to log in.
4. Please verify your contact information (under **My Profile**) after you've first logged in. You can change your password here.


How to Use the Website

All the actions you may need to perform are concentrated in a tab bar at the top of the page:

Home My Profile Community Information Kuester Information Board Pay Assessments

Ocean Dunes Homeowners Association Inc

LOGGED IN AS :
ACCOUNT :
[Logout](#)



Welcomes you to our new website!

Our website has been designed to help keep you informed about your neighborhood so that you can feel at home and in touch with your neighbors. Our website has a range of features which will help you communicate not only with your neighbors but with our association and management company as well.

Welcome [redacted] Kuester Management Group would like to sincerely thank you for your continued partnership. We hope you enjoy your new website. If there are any changes you would like to see, please let us know at support@kuester.com.

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[Click here to submit a pool pass request form.](#)
[Click here to sign up for ACH Direct Debit.](#)
[Click here to submit an Architectural Request form.](#)

s.com/cinc/home/#

- **My Profile** allows you to edit your user information (including changing your password).
- **Community Information** contains **Documents**, a **Calendar**, and **Photos**.
- **Kuester Information** contains links to contact Kuester.
- **Pay Assessments** allows you to pay your maintenance fees electronically as a one-time payment or set up recurring payments (automated bank withdrawals). You can also snail-mail payments to the address at the end of this document.

NOTE: The **Directory** tab under **Community Information** will bring up a list of only the owners who have already registered at this site and who have chosen to have their information viewable. These are not complete owner directories. To see complete directories (alpha and by unit), go to **Community Information** → **Documents** → **Directories**.

How to View Documents

1. Click on the **Community Information** tab. Click on **Documents** from the drop-down list to view documents.
2. Click on a category from the list on the left.

Community Documents

Select a category from the list below and click on the document title to download a file.

Documents

- 2018 Monthly Financials
- Board Meeting Minutes
- Board Meeting Minutes -2001-2013
- Budgets & Audit Reports
- Correspondence
- Directories
- Financials for Members
- Governing Documents
- Homeowners Financials
- Insurance Documents
- Monthly Financials
- Monthly Financials 2017

Filter by:

Name	Date	Size
2018-01-20 Board Meeting Minutes	2/8/2018	1 MB
2018-03-17 Board Meeting Minutes	4/26/2018	1 MB
2018-05-05 Board Meeting Minutes (Annual)	7/12/2018	7 MB
2018-07-21 Board Meeting Minutes	7/31/2018	458 KB

- To further search within the category, enter a keyword in the **Filter** field and click **Refresh**.
- Click on a document name from the list that appears to select it. All documents are in PDF format. Your computer will prompt you to either save the file (download it to your hard drive) or view it with a PDF viewer.

How to Pay Your Maintenance Fees and Other Fees

To ensure there is no delay in the processing of your payments, please review the payment methods outlined below.

- Online Payments:** You can make online payments using either eCheck or credit cards by logging into our system. Please note that you will need to register during your first visit (see registration information above).
- Online Recurring Payments and ACH:** You need to complete the registration process (outlined above) and then set up your recurring payments on our website. By setting up recurring payments, you have the freedom to change the recurring payment information at your convenience.
- Online bill pay through your personal bank website:** If you schedule your payments through your personal bank website, you need to **add a new payee with the updated information.** (See **address below.**) Please be sure to allow for mail time when using this method as your bank will print a check and mail to our Lockbox address.
- Payments by Mail to our Lockbox Service:** Please mail payments to the Lockbox address as outlined below. (The address is also printed on your statement for your convenience.)

Payee/Lockbox Address
Name of your Association
c/o Kuester Management Group
PO Box 998
Commerce, GA 30529-0019

Please make checks payable to your Association and include your account # on the memo line.

Sincerely,
Kuester Management Group/Ocean Dunes Homeowners Association, Inc.