

COMMUNITY WEBSITE Maintained by Keys-Caldwell, Inc.

The website provides these services:

***Review Account Balance***

***Make a One-time Payment***

***Set Up Automatic Recurring Payments***

***Online Pine Run Directory***

***Documents, Board Meeting Minutes and Forms***

***Submit Work Orders***

***Electronic Architectural and Grounds Modification Forms***

***Violation Letters Can Be Reviewed and Responded To.***

**How to get started:** Go to [www.keys-caldwell.com](http://www.keys-caldwell.com) Select the owner button.

To set up your account: Select the register button at the top right of the web page. Scroll down to the registration page and fill it in. Your account number is your unit number. You can add multiple names in the first and last name fields. When you have filled in the blanks click the register button. Only owners and management have access to the website.

Creating a password: When your registration page is approved by someone at Keys-Caldwell you will get an email with a link to click on. This link will take you to the Pine Run community website page where you can create your password.

Payments: After you have made an account and logged in, select the "Pay Assessment" tab at the top of the website. The first form you see is for a one-time payment. Scroll down to the bottom of the page and you will see "Recurring Payment Signup." Click on the "new recurring payment button." A new window will appear. Fill in the blanks and then click "confirm payment."

If you would rather continue mailing checks you can do so, but please understand the process may take longer. Mail the check to

Pine Run Association

C/O Keys-Caldwell, Inc.

P.O. Box 20746

Tampa, Fl. 33622-0746

Make your check payable to Pine Run Association

Enter your unit number on the memo line on your check.

**Website Menu Items:**

**Arc Requests:**        **Click on Arc Requests to fill out and submit**  
architectural and grounds modification requests.

**Documents:**        **Click on Documents and then Forms to fill out and submit**  
Lease, rental, and sales applications.  
Directory authorization form.

The Documents menu also includes minutes of board meetings, Pine Run News, association budget, association articles of incorporation and bylaws.

**Contact Us:**        **Click on Contact Us to Fill out and Submit**  
Work orders for maintenance staff

**Directory:**        **Click on Directory**  
For access to the complete updated Pine Run owner directory.

**Keys-Caldwell Contact Information:**

Keys-Caldwell, Inc.  
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941-408-8293  
**[keys-caldwell.com](http://keys-caldwell.com)**