

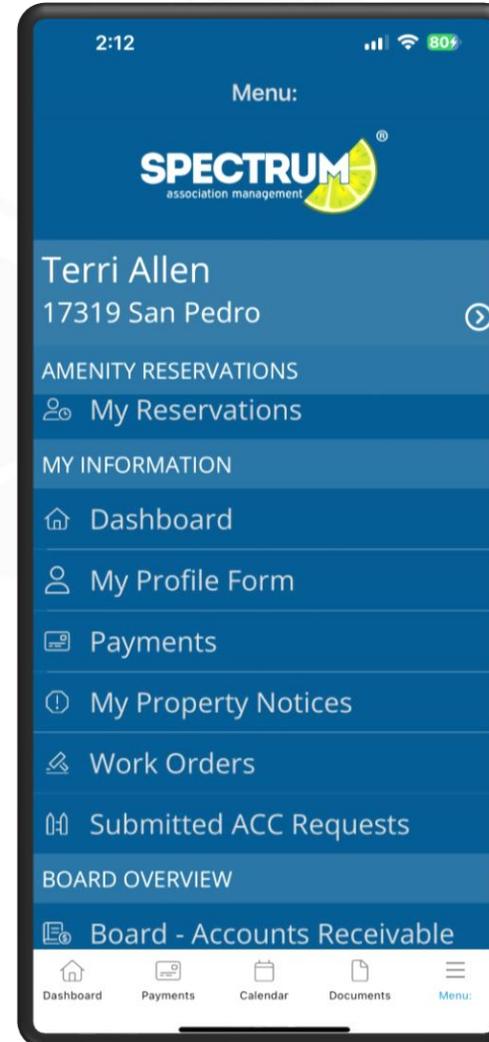
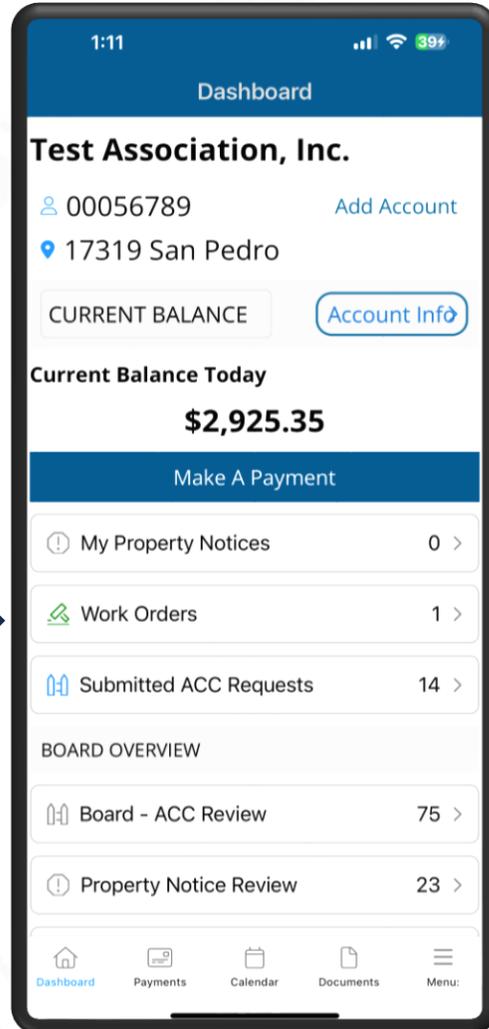
# Homeowner Work Orders

- Maintenance made simple with just a few taps
- Homeowners can submit work orders through the APP and association website
- Submit work orders for common areas, landscaping and other maintenance observations
- Real-time updates- Work Orders are sent directly to the Community Manager
- Board Visibility of all work orders and status



# Homeowner Work Orders

Available to submit on the APP and on the Association Website



# Homeowner Work Orders

Homeowners can submit on the APP and/or on the Association Website

The screenshot displays the user interface of the Test Association, Inc. website. At the top left, the site name "Test Association, Inc." is visible. The top right corner shows the user's name "Terri Allen" and account number "Account #:00056789". A navigation menu on the left lists various options, with "Work Orders" highlighted by a blue arrow. The main content area features a banner for the "SPECTRUM association management" mobile app, with the text "Access Your Account Information Anytime, Anywhere". Below the banner, there are four summary cards: "Future Balance in 90 Days" showing a balance of \$2,925.35, "Violations" showing 0, "Work Orders" showing 1, and "Architectural Requests" showing 14. Each card has a "See All >>" button. A blue arrow points to the "Work Orders" card.

Test Association, Inc.

Ask LimeAid Terri Allen Account #:00056789 TA

Dashboard

Community News

For Homeowners

My Profile

Documents

Event Calendar

Property Improvement Request Form

Property Notices

Directory

FAQ

Work Orders

Pay Assessments

Amenities

For Board Members

Selling A Home

Account and Association Questions

ACC Review

Online Voting

Additional HOA Services

Access Your Account Information Anytime, Anywhere

Thank you for visiting our association website. To get great service on the go, download the Spectrum HOA mobile app to access your account dashboard, property notices, important community documents, and more. Now available in the Apple App Store and Google Play Store. For your convenience, use the same credentials you used to log in to this website.

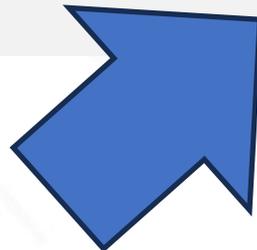
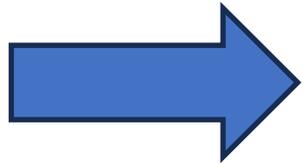
**SPECTRUM**  
association management

Future Balance in 90 Days Future Balance \$  
**\$2,925.35**  
Credit/Prepaid balances display in ( ) parenthesis.  
Account Info >> Make a payment

Violations 0  
See All >>

Work Orders 1  
See All >>

Architectural Requests 14  
See All >>



# Homeowner Work Orders

## Homeowner View- Association Website

Test Association, Inc.

Ask LimeAid

Terri Allen  
Account #:00056789

TA

- Dashboard
- Community News
- For Homeowners >
- Pay Assessments >
- Amenities >
- For Board Members >
- Selling A Home
- Account and Association Questions
- ACC Review
- Online Voting
- Address HOA Services

To create a new work order, click on "Add Work Order" and fill out the form. If you'd like to watch a short video tutorial on submitting a work order, click this link: <https://vimeo.com/1024503792/37563fa8b0?ts=0&share=copy>

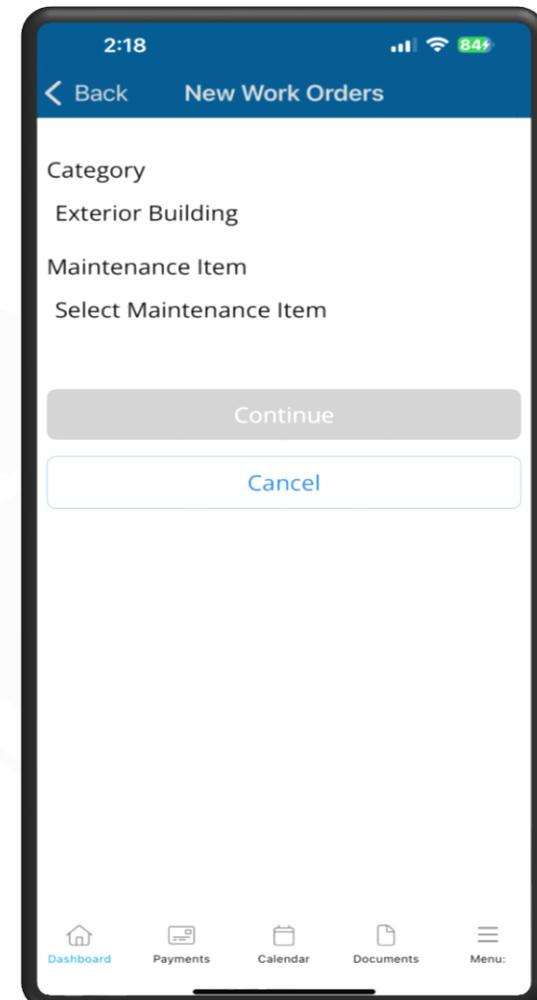
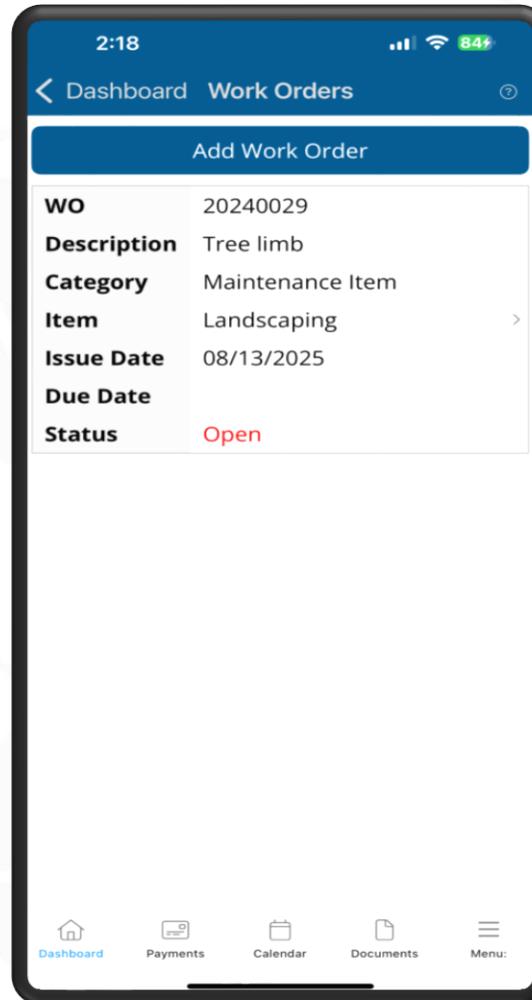
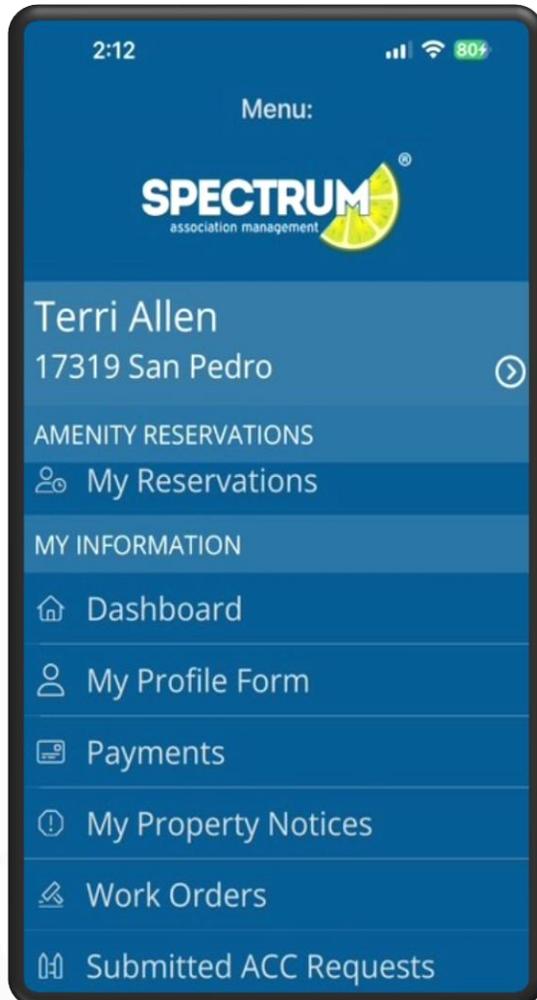
Add Work Order

WO	Issued	Due Date	Description	Status			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
20240040	9/12/2025		Water Leak Landscaping Landscaping- Irrigation	Open	Details	Add Comment	Add Attachments
20240029	8/13/2025		Tree limb Maintenance Item Landscaping	Open	Details	Add Comment	Add Attachments



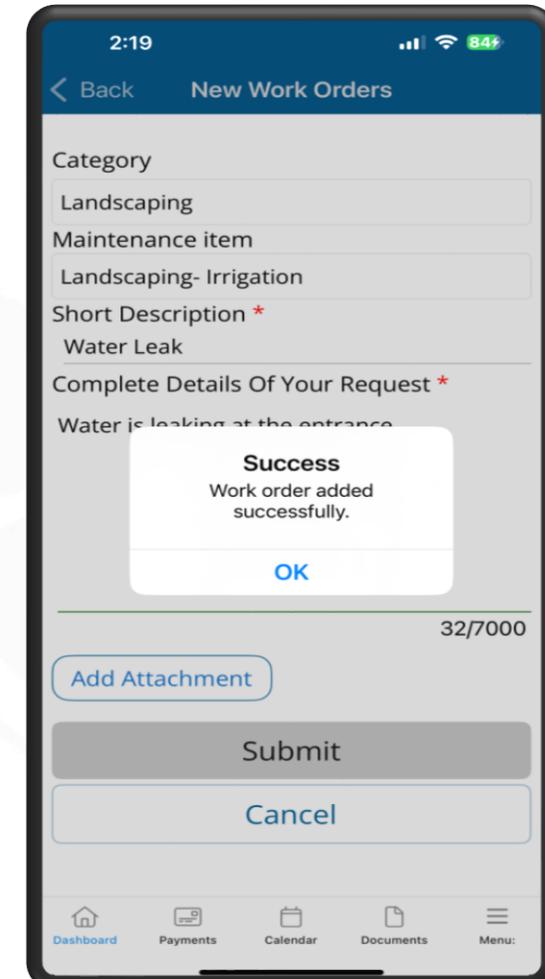
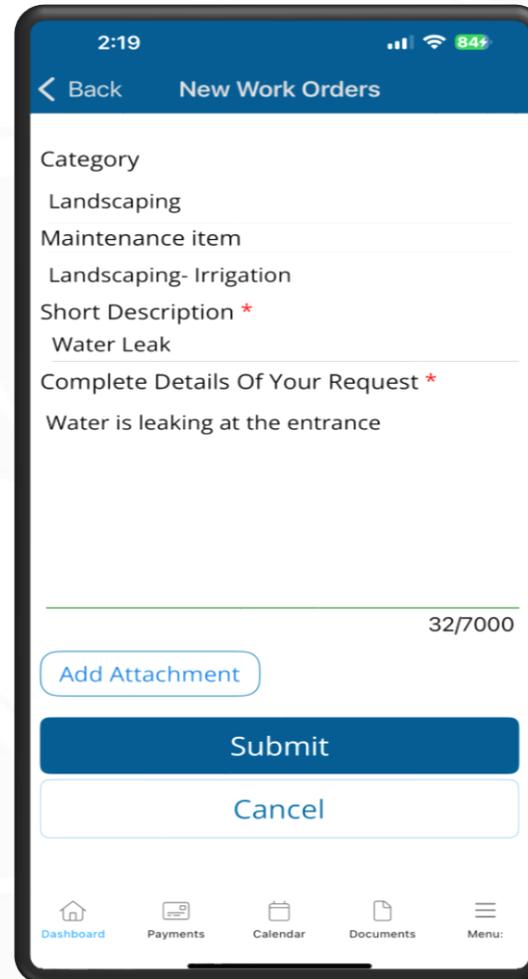
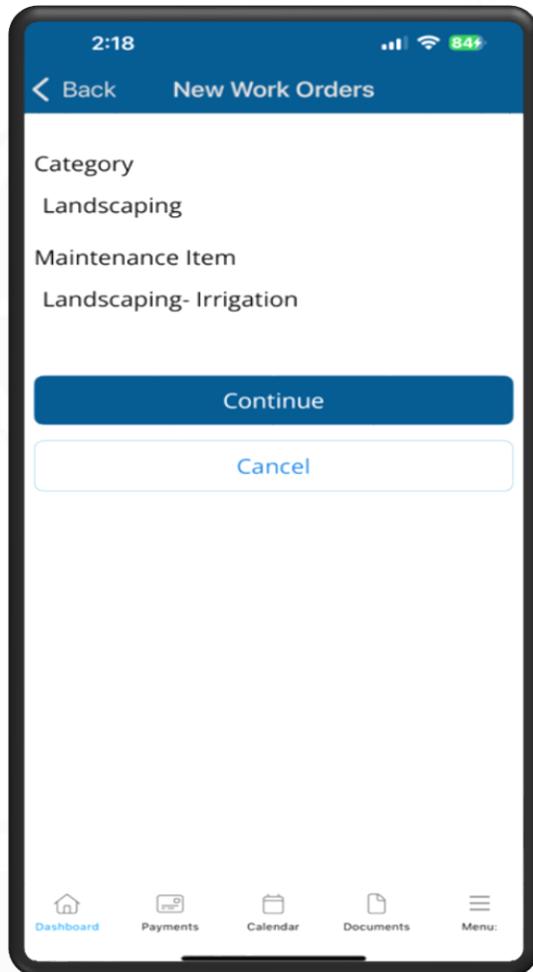
# Homeowner Work Orders

## Homeowner View- APP



# Homeowner Work Orders

## Homeowner View- APP



# Homeowner Work Orders

## Board Member View- Association Website

### Board Work Order Review

All Work Orders within an association may be reviewed below. Apply filters to the displayed work order list with the options below or search for a work order by using the search field shown at the top of every column. Click on the "Details" button for any Work Order to view additional information, such as notes, vendor info, and attachments.

#### View Options:

Status:  Work Location:  Type:  Date Range:

Display All Work Orders  Display All Open Work Orders

WO #	Created	Printed/Emailed	Due	Type/Description	Vendor	Work Location	Status	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
20240040	9/12/2025	P: 09/12/2025		Landscaping Water Leak		Terri Allen 17319 San Pedro	Open	<a href="#">Details</a>
20240039	9/12/2025	P: 09/12/2025		Landscaping Water Leak		CRYSTAL OGBURN 17319 San Pedro Ave	Open	<a href="#">Details</a>
20240030	8/14/2025		09/13/2025	Common Area Testing		Sample Account 17319 Homeowner Lane	Open	<a href="#">Details</a>
20240029	8/13/2025	P: 08/13/2025		Landscaping Tree limb		Terri Allen 17319 San Pedro	Open	<a href="#">Details</a>
20240019	7/24/2025	P: 07/24/2025		Common Area Work Order for Pool testing		John Doe 1 1234 Main St. # 1	Open	<a href="#">Details</a>
27		P: 08/14/2007		(Unassigned) Replace the lights at the entrance.	J & G Services	Test Association Pool House	Open	<a href="#">Details</a>

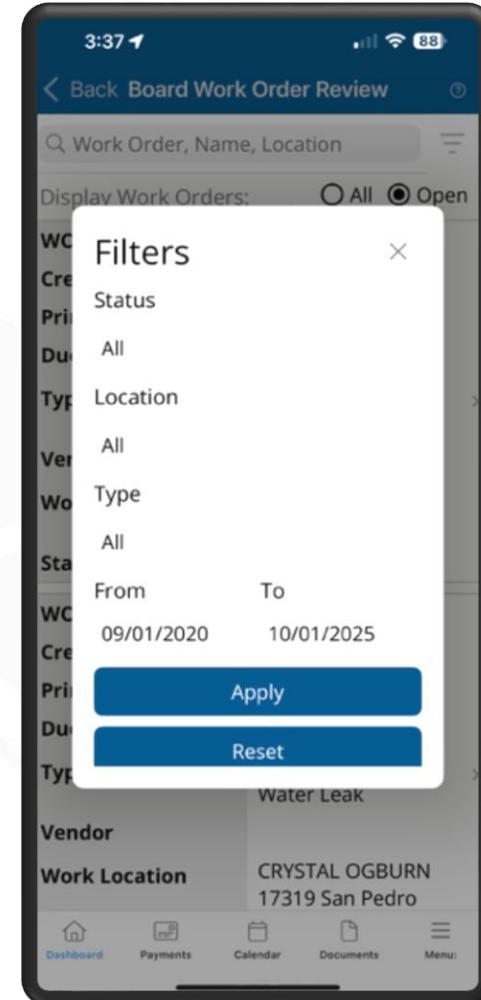
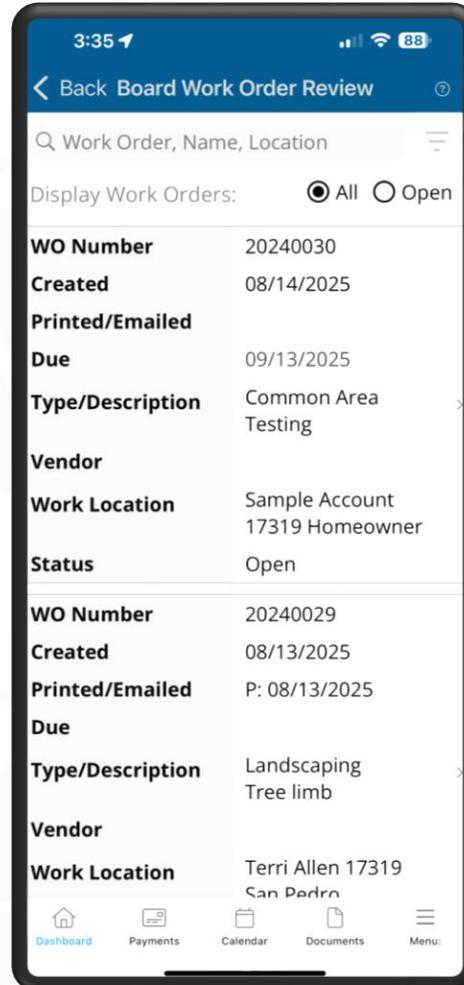
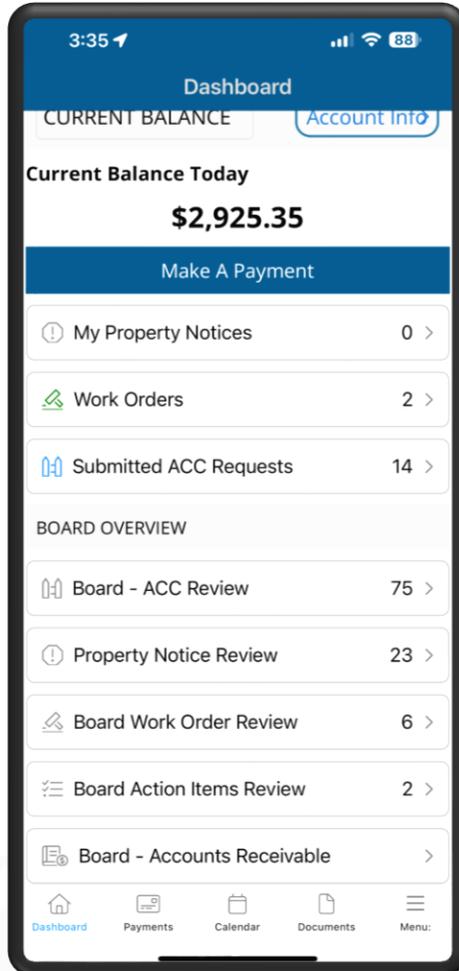
To create a new work order, click on "Add Work Order" and fill out the form. If you'd like to watch a short video tutorial on submitting a work order, click this link: <https://vimeo.com/1024503792/37563fa8b07s-0&share=copy>

[Add Work Order](#)

WO	Issued	Due Date	Description	Status			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
20240040	9/12/2025		Water Leak Landscaping Landscaping- Irrigation	Open	<a href="#">Details</a>	<a href="#">Add Comment</a>	<a href="#">Add Attachments</a>
20240029	8/13/2025		Tree limb Maintenance Item Landscaping	Open	<a href="#">Details</a>	<a href="#">Add Comment</a>	<a href="#">Add Attachments</a>

# Homeowner Work Orders

## Board Member View- APP



# Homeowner Work Orders

Homeowners can add comments, additional attachments or review the details by clicking the Work Order

To create a new work order, click on "Add Work Order" and fill out the form. If you'd like to watch a short video tutorial on submitting a work order, click this link: <https://vimeo.com/1024503792/37563fa8b0?ts=0&share=copy>

[Add Work Order](#)

WO	Issued	Due Date	Description	Status			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
20240050	10/2/2025		Lights out Maintenance Item Common Area	Open	<a href="#">Details</a>	<a href="#">Add Comment</a>	<a href="#">Add Attachments</a>
20240049	10/2/2025		Water Leak Landscaping Landscaping- Irrigation	Open	<a href="#">Details</a>	<a href="#">Add Comment</a>	<a href="#">Add Attachments</a>
20240048		11/1/2025	Water Leak at the main entrance Landscaping Landscaping- Irrigation	Pending Review	<a href="#">Details</a>	<a href="#">Add Comment</a>	<a href="#">Add Attachments</a>
20240044	9/19/2025		Shingles Exterior Building Roof	Closed	<a href="#">Details</a>	<a href="#">Add Comment</a>	<a href="#">Add Attachments</a>
20240040	9/12/2025		Water Leak Landscaping Landscaping- Irrigation	Open	<a href="#">Details</a>	<a href="#">Add Comment</a>	<a href="#">Add Attachments</a>
20240029	8/13/2025		Tree limb Maintenance Item Landscaping	Open	<a href="#">Details</a>	<a href="#">Add Comment</a>	<a href="#">Add Attachments</a>



# Homeowner Work Orders

**Work Order Details**

Work Order Detail :

Work Order #	20240048	Status :	Pending Review
Description :	Water Leak at the main entrance	Due Date:	11/01/2025
Contact :	Terri Allen	Follow-Up Date :	
Address :	17319 San Pedro	Phone :	(210) 494-0659
City/State/Zip :	San Antonio TX 78232	Email :	tallen@spectrumam.com;terriallen73@icloud.com
Vendor :			
Category Name :	Landscaping	Maintenance Item :	Landscaping- Irrigation

Work Order Notes :

When homeowner clicks the work order, they will see the work order details and any additional notes and status changes

**Work Order Details**

Work Order Notes :

Date	Note
10/03/2025	Hi- Is there a status update on this? It is still leaking
10/02/2025	Status Change From: Presented to Board - Approved To: Pending Review Reason :Testing 1.2.3
10/02/2025	Status Change From: Pending Review To: Presented to Board - Approved Reason :Testing
10/02/2025	Status Change From: Open To: Pending Review Reason :I have added this to the agenda for the next Board Meeting to discuss with the board of directors
10/02/2025	Water leak at the front entry way

Work Order Attachments :



# Homeowner Work Orders

[Click here](#) to view a quick tutorial video on how to submit a work order

[Click here](#) for a tutorial on how to view all the work orders that have been submitted by community on the mobile app.

