

# Park Side Contact information

**Email:** TheParkSideHPR@gmail.com

**Mgmt Co** (also mailing address): Office hours: M-Th; 9am to 5pm, Fri til 4pm

Association Management Professionals (AMP)  
1905 Sunset Blvd, Suite E  
W. Columbia, SC 29169

**Phone:** (803) 457-2442, for after-hours emergencies you must leave message for a call back.

**Website:** [www.amphoasc.com](http://www.amphoasc.com) Parkside page

**Online payments:** [www.hoabankservices.com](http://www.hoabankservices.com)

You can find directions on the website or on the portal under shared documents.

**Owner portal:** (need to request link to active portal)

What you can do on your portal:

- View your account balance
- View shared HOA documents, including financials
- Community calendar, clubhouse availability
- Forms/directions for clubhouse rental, ARB request, online payments
- Newsletters and announcements

This portal can be a wealth of information for all owners who want to stay up on community information.

**Items you need to know:**

- It is the owner's responsibility to make sure AMP has all correct contact information. AMP needs correct information for owners, rental managers and tenants. Email is how most of the communication will be done with everyone. This includes newsletters to residents regarding pest control, 5 Points happenings and building issues. There will be no excuses about not knowing about something if we are not given or updated with correct information.
- You can make payments online, by mail or at office (no cash or credit cards can be taken in office).