

Minutes of Website Committee Meeting

Thursday, February 18, 2010

2:00 PM in the Lodge

Present:

Committee chair Julia McIntyre

Committee members Don Oppenheim, Marsha Bitgood, Gail Cinea, Gerry Hudson

Alternate committee member Brian Bitgood

Several residents

Committee members presented information on each of the three website tools being compared, and came to a consensus that the Easy Net Sites product appeared to offer more functionality at a lower cost.

- TOPS software: \$269.85 per quarter (\$1079.40 per year) plus \$150 set up fee
- HOA Sites software \$250, \$450, or \$950 per year, and \$50, \$200, or \$400 set up fee, depending on site size. HOP would likely fall into the highest category.
- Easy Net Sites software: \$295 per year plus about \$250 set up fee

The committee identified features they would like to provide on the website:

- Password access for residents only to private sections of the website
- Online interactive form submittal, such as Work Orders, Architectural Requests, etc.
- Online calendar creation and updating
- PDF file downloads for documents
- Capability for residents to update their own contact information
- Property manager reports page
- CDD and HOPCA pages
- Neighborhood pages for each area
- Use of the existing TOPS database to create an initial resident list
- An "Items For Sale" page for miscellaneous items, such as furniture, equipment, etc.
- A "For Rent By Owner" page where residents could advertise their units directly to potential renters.

The committee identified the need for two volunteer positions: Web Editor and Webmaster. The Web Editor would have responsibility for screening and editing material to be placed on the website. The Webmaster would have responsibility for coordinating overall website and supporting the technical aspects of web site management.

The committee agreed that password access to a "residents only" area was very desirable, and created a list of which information would be available to the public and which to residents only. This list is shown in Table 1 at the end of these minutes.

Action items for next meeting: Julia McIntyre will schedule a committee meeting to observe a demonstration of the Easy Net Sites product during the week of March 1.

Table 1. Proposed Public and Residents Only Areas of the HOP Web Site

Topic	Public Area	Residents Only Area
Home page	X	
About HOP	X	
Map and directions	X	
Area points of interest	X	
Park rules	X	
Units for sale	X	
Units for rent	X	
Sale and rental form	X	
Legal documents	X	
Forms		X
Employees		X
Board members		X
Neighborhood contacts		X
Property manager reports		X
Community meetings		X
Social calendar		X
Newsletter		X
Meeting agendas and minutes		X
CDD, HOPCA, and Neighborhood budgets		X
Items for sale		X
Resident directory		X
FAQs		X
Photos		X