

## **Minutes of Website Committee Meeting**

Thursday, March 4, 2010

1:30 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 reviewed an online demonstration of the Easy Net Sites web site management software, presented by Tom Ryder. Tom provided committee members with an ID and password that could be used with the demonstration site after the review to further investigate the product and personally test its ease of use.

The program uses an editor which is very similar to most word processors. The editor can be used to create and edit web pages, and insert text, photos, files, links, and lists.

Each page is assigned a password for page creation and editing. Different pages could be assigned to different people to be updated; for example, the Property Manager could update the Manager's Report page, and the HOPCA Secretary could update the HOPCA Minutes page. Because it is very simple to use, this program could be used successfully by many people who today do not have the skills or desire to learn how to manage a web site.

An event scheduler lists all events and sorts events by type. It can be configured to show all events, all future events, or events in a given time period.

The program can send email to all accounts, and can handle email attachments. The email program cannot send email to a subset of accounts, such as one neighborhood. Tom stated that this feature may be added in the future, probably in about six months. The committee noted that this capability is already available in the TOPS management software used by the Property Manager.

Users can send email directly to board members by clicking on their name, while hiding the board members' email address from the general public.

Existing owner data can be imported from the TOPS management software used by the Property Manager.

Each owner can be assigned a user name and password to access restricted pages. The owners could then access a "Residents Only" area of the website with information such as budgets, documents, community meetings, social activities, and similar information.

Nonresidents could access portions of the website available without a password; these would include units for sale, maps and directions, park rules, and similar information.

Interactive online forms can be supported at an estimated set-up cost of \$35 per form. The committee identified four forms to offer online: sales/rental, work request, architectural request, and decorations request.

The product offers up to 3GB of space on the server, with additional space available if needed at \$0.02/MB/month. Tom reported that none of the current customers are close to using 3GB of space.

The product base price of \$295 per year includes up to 300 members. Additional members are charged at \$35 per 100 members, for a cost of \$435 annually for 700 members in Heritage Oak Park. The annual fee includes all updates as they are released.

The product allows the purchaser to enter tags that are used by search engines such as Google and Yahoo to locate information and present it to the public. Tags might include terms such as “Heritage Oak Park,” “HOPCA,” “HOP CDD,” “gated community,” “Port Charlotte homes,” and so on.

Members of the committee felt that the Easy Net Sites product combines functionality with ease of use and a low cost, and was the best product among the options considered.

Total costs for implementation of this system are summarized below.

Annual license	\$435 per year for 700 accounts
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Initial design	\$250 (estimated)
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Data conversion	\$ 50 (estimated)
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Online forms (4)	<u>\$140</u> (estimated)
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Total set-up cost	\$440
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**Action items for next meeting:** All committee members will bring written specifications for the web site, to be reviewed and combined into a web site specification. Specifications will include what pages could be offered, what information could be displayed, whether the pages would be restricted (e.g. residents only), and who would have access to edit the pages.

**Next meeting:** Monday March 22, 1:00 PM in the Lodge