# Policy and Governance

[www.cassbeth.com/vgem/mem/policy.html](http://www.cassbeth.com/vgem/mem/policy.html)

[www.cassbeth.com/vgem/mem/website/index.html](http://www.cassbeth.com/vgem/mem/website/index.html)

# Domain Name Registration and Maintenance Account

Needs charge card entry then it goes private with no view to anyone

[www.networksoultions.com](http://www.networksoultions.com)

Account Info:

Village Grande at English Mill Inc.

1 Village Grande Road

Egg Harbor Township, NJ, 08234

Annual account with automatic renewal set

Primary Contact (change annually):

Walter Sobkiw

609-788-8405

walt.sobkiw@vgem.org

Secondary Contact:

Cynthia Williams

609-788-8405

c.williams@dilucia.com

Technical Contact:

walt.sobkiw@vgem.org

# Web Hosting Company Account

Needs charge card entry then it goes private with no view to anyone

[www.oneworldhosting.com](http://www.oneworldhosting.com)

Account Info:

Village Grande At English Mill Inc

1 Village Grande Road

Egg Harbor Township, NJ, 08234

Annual account with automatic renewal set

Primary Contact (change annually):

Walter Sobkiw

609-788-8405

walt.sobkiw@vgem.org

Secondary Contact:

Cynthia Williams

609-788-8405

c.williams@dilucia.com

Technical Contact:

walt.sobkiw@vgem.org

# Website Content, Access Levels, & Maintenance

Access Levels: Public, Residents

Web Team: Currently Walt, hopefully it will expand, strongly suggest board be given web team access after a short training session.

Website maintenance includes:

Setting up FTP access for people to upload content

Setting up email for board, if Web Team expands then email accounts can expand

Training for new Web Team members

| **Web Page** | **Status** | **Access** | **Web Page Updates** |
| --- | --- | --- | --- |
| Enter Here Page | Existing | Public | Web Team |
|  |  |  |  |
| Top |  |  |  |
| Home | Existing | Residents | Web Team |
| About Us | Existing | Residents | Web Team |
| Board | Existing | Residents | Web Team |
| Search Our Site | Existing | Residents | Web Team |
|  |  |  |  |
| Bottom |  |  |  |
| Policy | Existing | Residents | Web Team |
|  Website Support | Existing | Residents | Web Team |
| Disclaimer | Existing | Residents | Web Team |
| Advertising | Existing | Residents | Web Team |
|  |  |  |  |
| Social |  |  |  |
| Welcome email announcements | Existing | Residents | Web Team |
| Events | Existing | Residents | Web Team |
| Committees | Existing | Residents | Web Team, Committees  |
| Clubs | Existing | Residents | Web Team, Clubs |
| Gazette | Existing | Residents | Web Team, Gazette |
|  |  |  |  |
| Community |  |  |  |
| Home Projects | Existing | Residents | Web Team, Residents? |
| Leisure Activities | Existing | Residents | Web Team |
| Movies | Existing | Residents | Web Team |
| Towns | Existing | Residents | Web Team |
| Utilities | Existing | Residents | Web Team |
|  |  |  |  |
| Weather |  |  |  |
| RADAR | Existing | Residents | Web Team |
| Philly | Existing | Residents | Web Team |
| Ocean City | Existing | Residents | Web Team |
|  |  |  |  |
| Association Business |  |  |  |
| Bylaws & Rules | Existing | Residents | Web Team |
| Meeting Minutes | Existing | Residents | Web Team, Cynthia |
| Operations & Forms | Existing | Residents | Web Team |
|  Electronic Green Sheets | Proposed | Residents | Web Team |
| Budgets | Existing | Residents | Web Team, Accounting |
|  Budgets Spreadsheet | Existing | Residents | Web Team, Accounting |
| HOA Happenings | Existing | Residents | Web Team, Board |
| Master Plan | Existing | Residents | Web Team |
| Dilucia Link | Existing | Residents | Web Team |
| Technology | Proposed | Residents | Web Team, T3 |
| Elections | Proposed | Residents | Web Team, Elections |
| Major Contracts | Proposed | Residents | Web Team, Cynthia |

# HOA Files Content and Access

Setup by Technical Contact: walt.sobkiw@vgem.org

Privileges given to: HOA Board and their designated representatives

Files are transferred using FTP application such as filezilla. Files can only be access using FTP and then read on local computer.

Issue: Technical contact has access to these files.

Folders:

Accounting

Audits

Reports

Contracts

Lawn Care

Irrigation

Management Company

Pool

Heating Air Conditioning

Security

Other

Elections

2017

2018

Equipment

Inventory

Manuals including Pools, HVAC, and all electronics

Warrantees

Disposition Actions

HOA Disclosure Packages (Documents Given to New Residents at Settlement)

2004 to

2018

Insurance

2004 to

2018

Legal

Normal Business

Lawsuit Disclosures

Maintenance Records

Pool

Clubhouse

Grounds

Meeting Agendas and Minutes

2004 to

2018

Studies (e.g. T3)

T3

Others

Taxes

Fed

State

Quality Issues

Snow Removal

Green Sheets

Brown Sheets

Other Resident Disclosures

Residents

Home Upgrade Requests

Communications