HOA Website Startup Package

Policy and Governance

www.cassbeth.com/vgem/mem/policy.html
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

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

HOA Website Startup Package

Web Hosting Company Account

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

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

HOA Website Startup Package

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

HOA Website Startup Package

Web Page	Status	Access	Web Page Updates
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 Website Startup Package

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

HOA Website Startup Package

      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