

TOWER LAKES CONDO ASSOCIATION
Board of Trustees

Website Policy: 2014-10
Subject: Tower Lakes HOA Website
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Revision Date: October 11, 2016
Revision Date: October 8, 2024

Authority:  President, Board of Trustees

The Board of Trustees recognizes the value of technology to keep Members of the Tower Lakes Condominium Association informed as to the operation, services, and social events within the community. This policy provides guidelines for the management of a website designed to serve those needs.

A Website Committee shall be created from volunteers within the Association. The Chairman of the Committee shall be appointed and approved by the Board. The Chairman shall select up to two (2) other members to serve on the Website Committee. The Chairman can replace members of the committee as need dictates.

The Committee's primary task is to update and maintain the website, keeping the information current and timely, especially the calendar and the items on the landing page. The Chairman of the Committee shall be responsible for monitoring the cost involved with maintaining the website and submitting those related expenses to the Board for approval.

At least two (2) members of the Website Committee shall have Administrator Rights on the website. The Administrators or Webmaster will be responsible for maintaining the website. Those duties shall include designing the website, generating new or revised web pages, monitoring traffic on the site, and managing user access (issuing and revoking passwords).

Website Content:

In keeping with the Board's goal to make the website a communication tool, the website shall be designed to include pages that Members can use as a resource for information about the Tower Lakes Association and events of interest for the residents. Information accessible by Members shall include the following:

- Resident Directory*
- Committee and Board Member Lists
- Declaration of Covenants and Restrictions
- Bylaws and Additional Rules for Tower Lakes Association
- Farmhouse Information and use
- Community Calendar, including all events at the Farmhouse, and other events in the Mansfield area that may interest residents
- Guidelines for building representatives
- Neighborhood Watch information
- Social Committee information
- Tower Lakes Times Newsletter
- Tower Lakes Board of Trustees Meeting Minutes*
- Repairman, Contractor, and Service List
- HOA Financial reports*
- Trash removal information
- Statutory Agent instructions and form
- Other forms such as Variance forms, EFT form, Farmhouse rental form, deck re-staining form, roof replacement form, etc.
- Operational Policies
- Community maps
- Pictures from the community, including social committee events

*Content password protected, accessible to residents only

Additional pages or content may be added if, after review by the Committee, they are deemed a resource that will benefit members of the Association and the Board, or may draw traffic to the website.

Whenever possible, other Board communications to Members, whether via email or hard copy (Tower Lakes Times, mailbox notices of coming social committee events), should note the website address (or offer links or QR codes) to drive traffic to the website and to get residents in the habit of using the website as a first source of information.

Security:

The Administrator(s) shall have the capability to password protect certain information. In general, pages displaying Members phone numbers and email addresses should be password protected, unless they have volunteered for a board or committee assignment.

Pages containing information generally accessible to the public by other means shall not require password protection. Board of Trustees meeting minutes and HOA financial reports are confidential and therefore are password protected.