



Oakland Hills Community Website Committee

Meeting Minutes June 30, 2016 6:30pm

Present: Jeff Lee, Bob Love, Joy McClendon, Babs Smith

Absent: Linda Lohn

Key: (AI) – Action Item

1. Website Updates Completed:

- a. Content and Data Sources Committee Assignments were updated. A version without names was added to the Website.
- b. Community Map was updated to the final version.
- c. Committee Minutes page was rearranged with “old static minutes” renamed and moved to the bottom of the list.
- d. 2015 Year End Report was added.
- e. Changes to the “About Us” page were approved by the Board and the website updated by Bob.
- f. All Policies and Procedure Documents have been updated.
- g. Clarification on Annual Meeting Sign-In Sheets was sent to community
- h. Board approved the following Form Updates: (AI) Bob will update the website or will contact Petur to make these changes.
 - I. Update to Architectural Review Form. Add the following to the top: *““Use this form to submit proposed exterior changes (such as deck extensions) for approval by the Architectural Review Committee.”*
 - II. Update to Gardner Management Contact Form. Add the following to the top: *“For Non-Service Requests Only”*

2. Website Training prior to 5:31 Potluck on July 21

- a. Will start training at 5:00pm in the Clubhouse in the office Annex.
- b. Announcement was placed in Newsletter by Babs.
- c. (AI) Babs will bring copies of her training documentation to training.
- d. (AI) Joy and Jeff will bring their laptops. Babs will be present to assist. (AI) Joy will create some signs to post.
- e. (AI) Joy will create a one-page reminder of the training to put in the Clubhouse one week prior.

- f. (AI) Joy will create a PowerPoint demonstration/show that can be run on the TV during the training and the 5:31 Potluck. (AI) Jeff will work on the TV display.

3. Outstanding Issues/Enhancement Requests

a. Document Archiving :

- a. The committee agreed that the primary purpose for archiving is to simplify and declutter the current document page without losing any documents.
- b. Documents great than 2 years old should be archived. (Since board members change every 2 years we did not want to archive sooner than that.)
- c. Ideally, documents would be automatically archived and not require manual intervention. But a manual process to occur periodically may work also depending on the cost/complexity.
- d. Archived documents should be accessible by any resident.
- e. The ideal display would be for the archived documents to be reachable by a link at the bottom of the existing Association Documents Page; and then would appear on a separate page that looks just like the existing page.
- f. It would be ideal if the documents were searchable (across all documents.)
- g. (AI) Bob will follow up again with Peter with this information.

b. Email Rejections:

The Board approved following up with Peter regarding fixing the email rejections (which occur from any Microsoft email system.) The team agreed this is Petur's issue and he likely needs to change the server or contact Microsoft. (AI) Bob will send Joy background email messages. (AI) Joy will review the emails and will contact Petur as the committee chair.

- c. Bob is having difficulty posting the Newsletters with a separate heading. (AI) Jeff will look into this and see if he can help.

4. Other topics

It was agreed that Newsletter and Handbook topics are out of scope for this committee.

5. Next Meeting – September 15 6:30pm Clubhouse

(AI) Joy will contact Trish to reserve the clubhouse.