

Oakland Hills Condominium Association Website Committee

Website Content and Data Source List

Last Updated: 5/25/2016

SECTION	DATA SOURCE	UPDATE FREQUENCY
Home Page:		
Community Map	AVB	Final Version
What's Nearby	Website Committee	Reviewed annually, updated as needed
Documents:		
Master Deed	AVB	Static (or if required)
Plans and Plats	AVB	Static (or if required)
Community Handbook	Association Board	Reviewed annually, updated as needed
Condo Buyers Handbook	Website Committee (Created by State of Michigan)	Reviewed annually, updated as needed
About Us Page	Association Board	Reviewed annually, updated as needed
Locate Us Page	Website Committee	Static (Function)
Gallery Page	Website Committee	Reviewed periodically (minimum annually), updated as needed
Residents Main Page:		
Newsletters	Larry Smith & Babs Smith	Quarterly
Residents Directory	Babs Smith	annually or as needed by Babs Smith

SECTION	DATA SOURCE	UPDATE FREQUENCY
Events Calendar	Committee Chairs, Association Board, Gardner Management	As needed
Clubhouse Reservations	Gardner Management (info@gardnermi.com) at residents request	As needed (bi-weekly by Gardner)
Resident Resources	Included in the Community Handbook	Reviewed Annually, Updated when handbook is updated
Request for Service Form	Gardner Management (info@gardnermi.com)	Reviewed annually & updated as needed
Architectural Review Form	Gardner Management (info@gardnermi.com)	Form is reviewed annually & updated as needed
Association Board & Condo Committees	Association Board	Reviewed annually & updated as needed
Association Documents:		
Financial Reports	Gardner Management (info@gardnermi.com)	Monthly
Year End Reports	Gardner Management (info@gardnermi.com)	Annual
Board Meeting Minutes	Association Board Secretary	As available (as meetings occur)
Annual Meeting Minutes	Association Board Secretary	Annual
Committee Meeting Minutes	NA	Updated as needed, Historical- static
Condominium Documents	AVB	Static (or if required)
Other Reports	Various Sources	As Created
Contact Gardner Mgmt Form	Gardner Management (info@gardnermi.com)	Form is reviewed annually & updated as needed