



Oakland Hills Community Website Committee

November 8, 2016

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

Document Archiving Enhancement:

The goal of this enhancement is to simplify and declutter the current Association Documents page while maintaining all documents/information. As the neighborhood grows and website use increases, it's important to assure that documents remain secure and easily accessible.

Key Requirements:

- Archived documents are easily accessible.
- Archived documents are available via a screen that is the same or very similar to the existing page with no additional user training required.
- Document formats do not need to be modified prior to archiving.
- Current documents are kept on the main page for 24 months.
- Documents are moved to the Archive page on a periodic basis by committee members (developer intervention not required.)
- Archived documents are searchable by keyword.

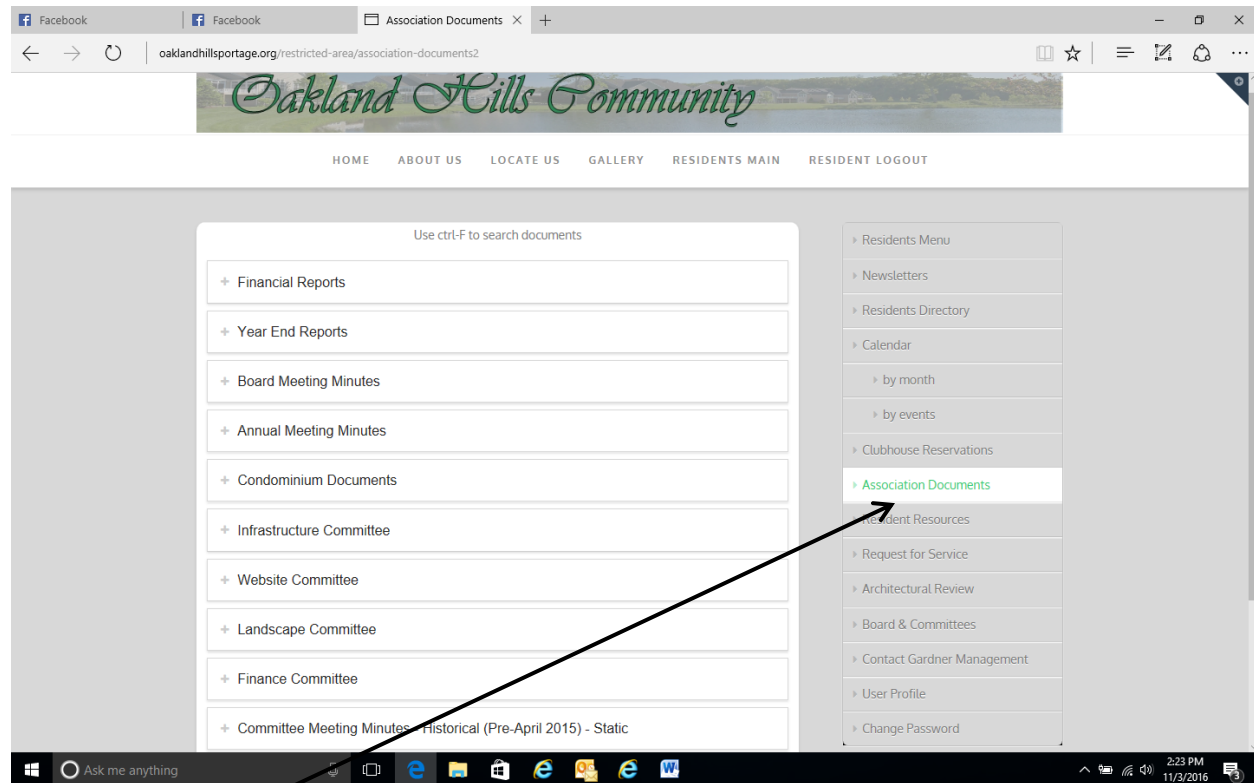
General Description:

Add a link to the current Association Documents page labeled **ARCHIVED Documents**. (See Below) By clicking on this link, another page similar to the existing documents page will open. This new page (labeled *Archived Documents*) will contain older documents migrated from the previous page on a periodic basis. Documents will be migrated in their existing format and will be accessed in the same way (no training required.) Archived documents will be searchable by keyword across all documents.

Estimated Cost:

Design & Develop Capability \$70/hr for 2 hours	\$140
Migration of Data \$70/hr for ½ hour	\$ 35
Search Tool Purchase	\$ 49
Search Installation \$70/hr for 2 hours	\$140
Contingency \$70/hr for 2 hours	<u>\$140</u>
Total:	<u>\$504</u>

Existing Documents Page:



Add “ARCHIVED Documents” Link

Other Potential Work/Expense:

Ongoing Microsoft email rejections need to be corrected. We will attempt to have this fixed at no expense, but we should plan on ½-1 day as a contingency. 6 hours at \$70/hr = **\$420**.

Handbook Maintenance:

To avoid potential out-of-sync situations, the committee recommends that the “responsibilities document” and the “insurance letter” become permanent sections of the handbook and not be maintained separately. The Volunteer list should be maintained separately and referenced in the handbook.

Website Budget/Expense Information:

2016 Budget: \$1500 (Annual)

Hosting Cost: \$50/month (\$600/year)

Year to Date as of September 2016:

YTD Expenses: \$450 (\$150 paid per quarter)

YTD Budget: \$1,125

YTD Variance: \$675