



## ***Oakland Hills Community Website Committee***

**April 10, 2017 Meeting Notes**

**Committee Members Present:** Jeff Lee, Joy McClendon **Regrets:** Bob Love, Babbette Smith

**Guest:** Petur Gudlaugsson, Website Developer

### **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.

#### **Feature Requirements:**

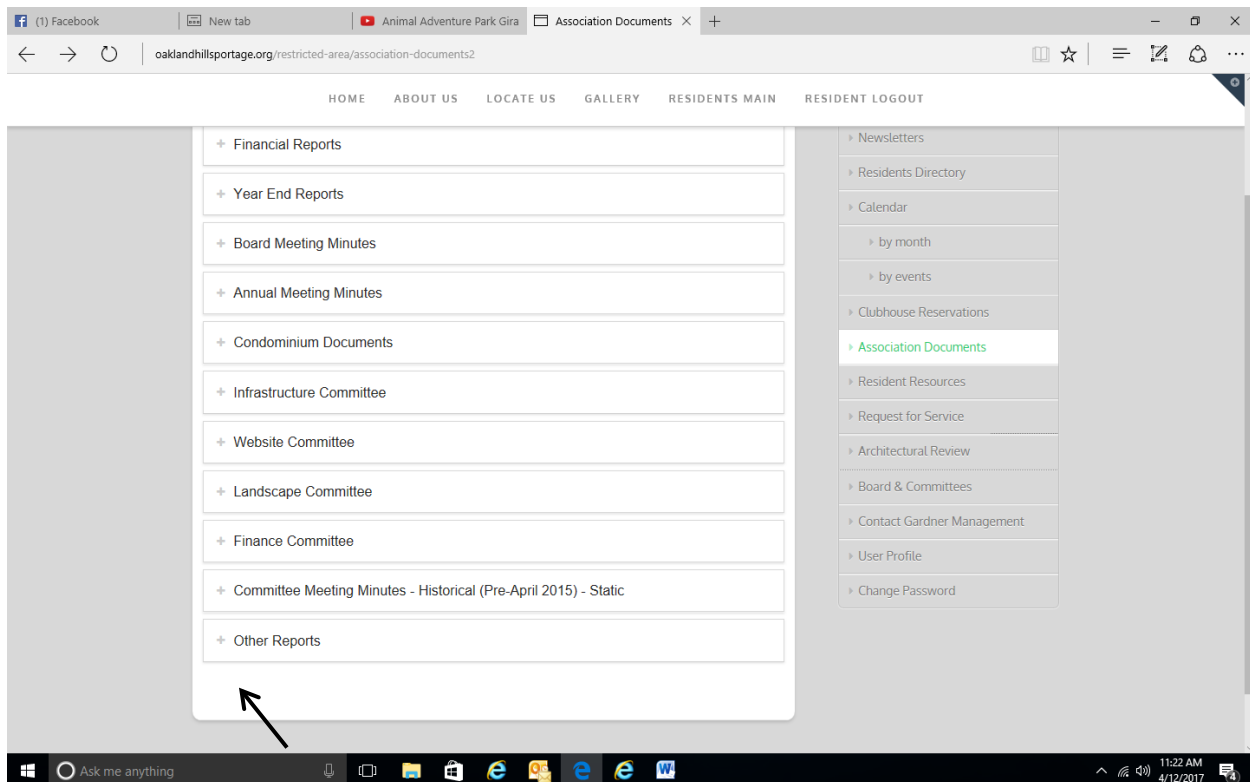
- Archived documents are easily accessible.
- Archived documents are available via a screen that is the same or very similar to the existing page with no additional user training required.
- Document formats do not need to be modified prior to archiving.
- Current documents are kept on the main page 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.

#### **Feature Description Agreed to with the Developer:**

- Documents older than 24 months will be archived (2 years of information will always be available on the main Association Documents page.)
- There will be one Archive Page per year (e.g., 2014 Archived Documents, 2015 Archived Documents, etc.)
- 2014 Archived documents will actually include 2014 and anything older (although it appears only static documents are older than 2014.)
- Users will be able to link back to the main Association Documents page from any of the Archive pages (but will not be able to jump from Archive year to Archive year.)
- The archive process will be performed manually by a qualified Website Committee Member on an annual basis. The process will involve copying the existing page to an Archive Page, then removing current data (i.e., 2 years or newer) from the Archive page leaving only the past years Archived information.
- **(Action Item)** Petur will perform the archive for 2014 and older and will document his steps.
- **(Action Item)** Jeff Lee working with other Website Committee members will then create the Archive for 2015 with Petur's oversight.
- If at any point there is no Website Committee member willing/able to perform the annual process, Petur will perform the work (cost estimated to be 1-2 hours at the hourly rate, currently \$70/hour.)

- **(Action Item)** Petur researched and found a search engine which will be installed allowing users to search by keyword across the Archived documents (and could also be used to search across current documents as well.)
- **(Action Item)** Directions for using the search will be added with a link to the Association Documents Page.
- **Total Cost to implement the Archive and Search features will be \$300 or less. \$500 was approved in the 2017 Budget for this expense. (Action Item) Joy will request Board Approval at the 4/12 meeting.**

Existing Association Documents Page:



Add "+ ARCHIVED Documents" Link Here

**Email Rejections from Website Email Distributions:**

Petur has implemented changes which should correct the rejection of email messages going to users of msn, live, hotmail and icloud email systems (currently 10 residents use these systems.) A test message was sent from the Website to these users asking them to confirm receipt of the message to Joy McClendon. Four (4) of these users responded that they did receive the Website email. **(Action Item)** Joy has contacted the other 6 users directly asking for verification and is currently waiting for responses. A 2017 Budget amount of \$420 was approved for completing this work. If the changes made to date resolve the issue we will realize this amount as a budget savings and/or to offset any future cost increases or new requirements.

### **Resident Resources Page:**

An initial request to have the resident resources page converted to a PDF to allow committee members to update it directly as needed resulted in clarification that the committee members already have the access and capability to change the webpage as it exists today. It was agreed that a webpage was more visually pleasing and easier to use than a PDF so we will keep the existing page and update it as needed ourselves. Petur reviewed how this is done and would be available to answer any future questions.

### **Directory Download:**

A resident requested assistance with downloading a copy of the Directory. Upon investigation, it was noted that no specific download capability had been created (even though the heading on the Documents Page says “to view or download the directory.”) Depending on the Browser software being used, a user may be able to go through a series of steps to print the directory to a PDF file. However, that process does not always work and could be confusing. (Action Item) Petur agreed to add a link to perform the download. After testing this link, it was discovered it did not work as anticipated and we will be following up further to determine the best approach. It was also noted that downloading the directory should be discouraged in general as it is a dynamic document and will likely be out of date as soon as it is downloaded. Having multiple versions of this (or any other) document available is one of the drivers for having them stored on the Website where only the most up-to-date information is available.

### **Website Budget/Expense Information:**

2017 Budget: \$1500 (Annual)

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

YTD Expense as of March 31, 2017: \$150