

## Website<sup>1</sup>

1. Committee Head: Gloria Felcyn
2. Committee Head Backup: Kerry Walsh Skelly<sup>2</sup>
3. Volunteers:
  - a. None<sup>3</sup>
4. Mission and Actions:
  - a. Mission – Maintain an Island Pointe Condominium Association (IP) website that provides useful and accessible information to owners, residents, and prospective owners, as appropriate. Ensure the site meets the standards set forth in Florida law (e.g. Sec. 718.111(12)(g), Florida Statutes).
  - b. Actions
    - i. Oversee the annual website budget
    - ii. In order to foster a sense of community and to facilitate efficient communication, encourage registration for and use of the website by IP owners and residents. Emphasize the utility of the Resident Directory.
    - iii. Ensure legally required documents are uploaded on a timely basis. Delete outdated content.
    - iv. Keep content fresh in order to drive traffic.
    - v. Support work of other IP Committees.
    - vi. Explore and incorporate new media delivery of IP objectives and on-going activities to increase communication within the IP community.
5. Committee Funding:
  - a. Needed: Yes
  - b. Annual Budget Required: ~\$1200/year for Internet and software communications support<sup>4</sup>
  - c. Line Item in IP Budget: 8035-00 Website Fee
  - d. Approval Process:
    - i. This line item will be discussed as part of the budgeting cycle, including how it is to be managed and if the current line item is appropriate.
6. Assets:<sup>5</sup>
  - a. Software used to manage the IP website. The website and its software is the property of CondoSites and is rented to our community through the provisions of the CondoSites program. See <https://CondoSites.com>

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<sup>1</sup> Document # IPCA-SOP-10 dated 03 March 2020; most recently updated 25 July 2024

<sup>2</sup> Kerry Walsh Skelly added and Sue Johnson deleted 25 July 2024

<sup>3</sup> Changed to None 11 April 2022

<sup>4</sup> Updated from \$1100 to \$1200 11 April 2022

<sup>5</sup> Assets section added 09 March 2020

- b. All records maintained on the IP website
- 7. Documents:<sup>6</sup>
  - a. Website login information
  - b. Procedures for Website Administration **IPCA-SOP-09**
    - i. This document is kept on the website for Island Pointe Condominium Board information only
- 8. Committee Head Selection Process:<sup>7</sup>
  - a. Currently a volunteer position, may be reviewed in the future

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<sup>6</sup> Documents section added 09 March 2020

<sup>7</sup> Committee Head Selection Process added 09 March 2020