

OCEANSIDE COMMUNITY ASSOCIATION
Oceana Website Committee Charter
May 28, 2008

Purpose:

The Oceana Website Committee shall be authorized as a Committee of the Board of Directors to provide a means for the Board of Directors to inform visitors to the website, on an ongoing basis, as to:

1. An overview of Oceana including its location, organization, history, and management structure
2. An overview of the surrounding area and nearby attractions
3. A site map of the total acreage showing units and house locations, as well as drawings of the various house plans available at Oceana
4. Descriptions of various activities at Oceana and their schedules
5. Listings of upcoming events
6. Topical news relating to Oceanside Community Association
7. Topical news of general interest
8. Other information as designated by the Board of Directors

Organization:

1. The Oceana Website is the official website of Oceanside Community Association and is under the direct supervision of the Board of Directors. The Oceana Website is accessible to the public via the Internet.
2. The Oceana Website Committee shall be comprised of four (4) or more members, including an owner-member Chairperson appointed by the Board President in consultation with the Board, and a secretary selected by the Committee Chairperson. All members including the secretary shall be approved by the Board and serve at its pleasure. The Board President will also appoint a Board Liaison to the Committee.
3. The Chairperson of the Oceana Website Committee and its Committee members shall have one vote each at all meetings of the Oceana Website Committee for the conduct of business and for proposing recommendations to the BOD for review and action. A quorum is required for passage of any measure. The Oceana Website Committee will meet quarterly. All meetings will be announced and open to the entire membership of the Association. For matters requiring a Committee vote outside the regularly scheduled quarterly meetings, the Chairperson will call for a consensus vote by E-Mail (Action without a Meeting) according to standard rules.

Responsibilities:

1. The Chairperson of the Oceana Website Committee is expected to attend the monthly meeting of the Board of Directors or make arrangements for a Committee member to attend in his/her absence.
2. The Oceana Website Committee will review, at its meetings, the directives of the Board of Directors and Community Manager as to the content for the website. The Chairperson of the Oceana Website Committee will assign responsibility to Committee members and volunteers who will generate, in a timely manner, the required electronic data for the website.
3. The Oceana Website Committee will evaluate new technologies applicable to its purpose and, when appropriate, make recommendations to the Board of Directors for adoption.

4. The Oceana Website Committee will train, on an ongoing basis, sufficient volunteers to carry out its activities.

Oceana Website Location and Maintenance:

Homestead Technologies Inc. in Menlo Park, California (recently acquired by Intuit Corporation) is the internet service provider (host) for the Oceana Website. The annual renewal for the site is due in May of each year. The fee for the service is based on the rate in effect for Homestead's "Gold Package as of the renewal date, currently \$209.99 per year (.23¢ per household, per year).

The Gold Package provides:

- 1 personalized domain
- 1 site, unlimited pages
- 5 E-mail accounts
- 100 Megabytes of disk space
- 15 Gigabytes of band width

Homestead provides at no extra cost the software program SiteBuilder LPX, free on-line training, and toll-free telephone support. The login ID and password are on file with the Community Manager.

Maintenance and updating of the site is the responsibility of the Oceana Website Committee.

SmugMug.com is the service provider for the featured photo albums accessible through Homestead. The annual renewal for SmugMug is due in October of each year. The fee for the service is currently \$39.95 for a Standard Package with unlimited photo storage (.04¢ per household, per year).

Budget and Approval of Expenditures:

1. The Oceana Website Committee shall recommend to the BOD an annual budget that would cover maintenance costs of the Oceana Website and other reasonable expenses.
2. Payment of subscription fees within the budget shall not require further Board approval. All requests for other expenditure of funds for the Oceana Website Committee must be authorized by a quorum of Committee members. Authorized requests shall originate in writing and be signed by the Chairperson of the Oceana Website Committee who will submit the request for Board review and approval.
3. No member of the Oceana Website Committee or its volunteer support groups shall receive compensation for services, nor shall they charge for services and/or merchandise of any kind. However, this shall not prevent member volunteers from requesting reimbursement of reasonable expenses incurred for the benefit of the Oceana Website Committee activities, subject to necessary prior approvals, and submission of supporting documentation

APPROVED ON May 28 2008


President, Board of Directors

Attachment: Website Content Details at January 28, 2008

ATTACHMENT – Website Content Details at April 28, 2008

www.oceanaseniors.org
April 28, 2008

HOME	ABOUT US	OWNERS DOCS	FORMS	ACTIVITIES	HELPFUL LINKS	CURRENT NEWS
<p>Introduction to OCA with links to the City of Oceanside website and the other main pages of our website.</p>	<p>Board of Directors *</p> <p>On-Site Mgmt *</p> <p>OCA Site Map</p> <p>Floor Plans</p> <p>Standing Committees *</p>	<p>Password Req'd: Arch F/M Standards</p> <p>CC&Rs</p> <p>No Password: Civil code</p>	<p>Age Verification</p> <p>Architectural Change Request</p> <p>Architectural Completion</p> <p>Arch Emergency Repair</p> <p>Bank Auto Draft</p> <p>Buddy System</p> <p>Emergency Contact Info</p> <p>Landscape Work Order Request</p> <p>Landscape Extra Work Order Request</p> <p>Phone Directory Change Request</p> <p>Work Order Maintenance Request</p> <p>A/C Release & Waivers</p> <p>A/C Reimbursement Request</p>	<p>Coffee Hours *</p> <p>Exercise *</p> <p>Movies/Dances *</p> <p>Cards/Games *</p> <p>Library *</p> <p>Computer Center * Committee *</p> <p>Monitors *</p> <p>Computer Tips *</p> <p>Art Guild *</p> <p>Ceramics *</p> <p>Knitting *</p> <p>Sew Crazy *</p> <p>Billiards *</p> <p>Spanish Class *</p> <p>Woodshop *</p> <p>Lapidary *</p> <p>Garden Club *</p> <p>Emerald Isle Golf *</p> <p>Upcoming Events *</p> <p>Photo Albums **</p>	<p>Aging & Independence Services</p> <p>Adult Protective Services</p> <p>Credit Report</p> <p>Mayo Clinic</p> <p>Medicare</p> <p>Bus Schedule</p> <p>Oceanside Mag</p> <p>Drug Index</p> <p>SSA Home Page</p> <p>Senior Services</p> <p>Traffic Report</p> <p>U.S.P.O.</p> <p>BBB</p> <p>State Licenses</p> <p>E-How</p> <p>Food Network</p> <p>Google Earth</p> <p>Map Quest</p> <p>PBS</p> <p>Urban Legends</p> <p>Volunteer Opps</p> <p>Webster</p> <p>Dictionary</p> <p>Internet Shortcut Links by allmyfaves.com</p>	<p>Announcements</p> <p>Annual Calendar</p> <p>Monthly Calendar</p> <p>Holiday Calendar</p> <p>Highlights-Current</p> <p>Highlights-Archive</p> <p>OCA TV Guide</p> <p>Upcoming Events *</p> <p>Video Clips ***</p>
<p>* Denotes a separate web page.</p> <p>** Links to SmugMug, our photo album host.</p> <p>*** 3-4 minute video clips of special news as might be requested by the BOD.</p>						
<p>All other items are links to other websites or documents created in Word, Excel, Powerpoint, etc. and converted to either pdf or web pages within the creating application.</p>						