

TAYLOR LAKE ESTATES HOMEOWNER ASSOCIATION WEBSITE GUIDELINES AND POSTING POLICY

The community website can be a valuable and effective communication tool by allowing residents access to HOA information 24 hours a day, seven days a week. While there are no specific regulations regarding HOA websites the TLE BOD has determined that the following procedures would help to ensure neighborhood information is readily available to the residents.

A two-way communication is important to the success of unifying a neighborhood and can be accomplished thru the use of the “Surveys” function. However, the Board does not wish there to be a social/chat online forum, message board or public interactive communication directly between residents (as there are presently plenty of social websites in existence on the internet.) This policy ensures the privacy of our residents and remains a neighborhood informational source only.

Resident/Member information user details are not to be shared to/with outside sources.

The website and associated domain are renewable subscriptions and shall be maintained in a timely fashion.

The website is an informational destination for the HOA membership that has three levels of access.

1. **General public** – prospective residents or lot purchasers can review the basic governing documents
2. **Password Protected Members** – review minutes from meetings of committee reports, association financial status, etc.
3. **Board and Committee Group Access** – ongoing

A “restricted” neighborhood directory page could be exported from the member’s list and made available to the general membership. The individual homeowner has the ability to withhold certain information by reviewing the settings of their account.

Documents posted at this time:

- HOA Articles of Incorporation and Bylaws *
- Covenants and Restrictions *
- Architectural Control Standards *

- Neighboring Pool access agreements *
- Newly created Resolutions and Amendments *
- Annual HOA meeting agenda/minutes
- Board of Director Point of Contact Information */Agendas/Minutes
- Financials Income & Expense Statements and Balance Sheets
- Architectural Control Committee
- Ongoing Committees
- City Services (provide email links/phone numbers)
- Calendar of Events
- Board/Officer Responsibilities and Terms

** Denotes those documents that can be viewed by the General Public without signing into the membership website*

REGISTRATION ON WEBSITE

Each resident of the subdivision may register with the website for access. When registering, an email will be sent to HOA Site Administrator who will determine if the individual requestor is a resident of the subdivision and will grant or deny access. This can be accomplished through contacting CMSI and/or verifying the property ownership through HCAD.org (this website can lag by several weeks.) An invite can be extended to a new resident and a reminder of the privacy settings they have available as well as notification settings.

WEBSITE ADMINISTRATIVE CONTROL

The Website Administrator is the only individual who has Admin Control to access the Dashboard for the purpose of:

- Modification/adding/deleting of posted documents
- Membership Details/Privileges
- Membership Account Review
- Group
- Communications (Send emails or texts) to membership
- Survey (creation and tabulating)
- Analytics of site visits
- Association email accounts
- Domains
- Activity Log
- Site settings
- Website Review (Website Support)

At this time the association chooses to NOT use the following features of the website:

- Online payments
- Billing
- Yard of the Month

When updating the website if there are any issues you can go to: help.hoa-express.com or call 1-888-613-9272 or begin a chat with a technician. They are very responsive to queries.

WEBSITE POSTING GUIDELINES

Documents to be posted to the website shall be of reasonable information that is of benefit to the residents that is NOT personal in nature but rather general neighborhood information. The website is not to be used as a personal platform.

Any request for posting other than general information shall be reviewed by the BOD and noted in said board minutes the approval/disapproval of the post.

All Financial documents are to be restricted to membership only and all account numbers are to be redacted prior to posting.

All created documents if “draft” shall carry a watermark. The final approved documents shall have an approval date noted in the footnote of the document. All agendas and minutes officially come from the BOD Secretary as the official holder of the HOA records. This ensures that the most current version is the one posted. This is to include any presented HOA financials.

All documents are to be posted as a PDF.