

The Malvern Web Site
Summary of Operations – Version 3.0
Updated May 2, 2012
An Executive Summary

Documents and such

Email new/revised documents, reports, forms, announcements, whatever you want posted on the web site, to the webmaster. If you don't send it, it won't appear.

malvernweb@malvernofmadison.org

If the document or form is destined to be placed in the "Disclosure Packet" also email a copy to Garth.

gebagley0523@comcast.net

File Format Standards

Provide files in standard Office formats such as Word (doc) or Excel (xls) and the "Communicator" as PDF. The website's file distribution format is PDF.

File Naming Convention

Files should be provided with a unique and meaningful name. File names for the web are changed to the form of "*description-date.ext*"

The Malvern Web-based Calendar

The Google calendar is maintained by Clubhouse Manager and Secretary.

The Malvern Email Accounts

Email sent to the "MalvernHOA" email account is forwarded to each Board member's personal email account. Ed maintains the Board email list: malvern304@edandnan.com

Budget Information

Expiration dates:

Web Hosting: September 10, 2013, cost TBD (2011 \$165)

Domain Name: August 11, 2013, cost TBD (2011 free)

Access Control

The website is hosted by "One World Hosting" (<http://oneworldhosting.com>).

Access to the web host client account, control panel, and file system is limited to the webmaster, the assistant webmaster, and one Board member (TBD). Passwords are changed with new assignments.