

Minutes from Riverbend Website meeting June 10,2015

Location: Henri Smit residence

Time 11:15 am

Present: Henri Smit and Bill Eklund, representing Riverbend HOA homeowners Ed Hamilton and Keith Gustafson, representing CAP.

The purpose of the meeting was to clarify matters related to the on-site items wanted by the HOA for inclusion in its Website, the capabilities and limitations of the Weebly program made available to the HOA and access authority for Henri to proceed with completing the Website.

The current Pro version, available to Riverbend for development of the Website will allow assignment of unique pass codes for each homeowner. Cole is in the process of refining this capability and will work with Henri in its implementation.

The importance of a strong cooperative and collaborative relationship between and Cole and Henri was recognized and stressed by all present.

The need for current contact information for every homeowner and/or occupant was stressed and all agreed it was a high priority. Steps are being taken to ensure this task is completed. There was discussion about the lack of response for some homeowners and the difficulty in making contact because of inadequate contact information. Bill assured all that the Board was in full support of obtaining this information and would take steps to ensure homeowner compliance with these requests.

Henri, expressed the need for onsite forms in html format that would enable the homeowner to complete forms on Site and submit them to the requesting party. The current sending of pdf versions of forms for homeowner completion requires printing, filling out the form, scanning and emailing or mailing the form. The current Pro version of our Weebly program does not provide such capability. Henri agreed to research costs for purchase or lease of such a program. All agreed that this would be a far more efficient way to gather information and would probably improve response and compliance with form completions.

Bill requested clarification of the role of Aubrey. Ed explained that she is essentially Britton's assistant and requested that all email communications to CAP include her. Ed also requested that he be included on all our email communications to CAP.

All agreed that the meeting had been productive and that Henri and Cole would proceed with further development and refinement of the Website.

Bill Eklund, Secretary

Riverbend on the Willamette Homeowners Association