

**MYRTLE TRACE CONDOMINIUM ASSOCIATION, INC.**  
**213 Southampton Drive Venice,**  
**Florida 34293**

**POLICY – COMMUNITY WEBSITE**

**Overview:**

The Board of Directors of the Myrtle Trace Condominium Association (MTCA, the Board) has established an official community website at [www.myrtletrace.net](http://www.myrtletrace.net). This website is owned by MTCA, with day-to-day operational control assigned to the Communications Committee (the Committee) and its designees. The website has two components:- (1) a public component accessible to anyone seeking information about the Myrtle Trace community, and (2) a private component accessible only to those who have the private access password.

**Purpose:**

The purpose of the website is to:

- Provide public access to information about the community for those seeking a community in the Venice area in which to settle.
- Provide MTCA members with information pertinent to MTCA, such as:
  - All official MTCA documents as authorized by the Board of Directors, including but not limited to meeting minutes committees reports and annual budgets. ○ News and information regarding various community events and activities officially sponsored through MTCA as well as other events that the Committee may deem appropriate. ○ An updated calendar of official meetings, community social activities and other events inviting community participation.
  - MTCA forms for communicating with the Management Company and other entities in the community.
  - Editorials and personal opinions will not be published on this website.
  - Myrtle Trace has a presence, under the name of Myrtle Trace Social Page, on Facebook, which is a website, hosting web applications, not controlled by the Board or the Committee. This site may have value to the community, and may contain official Myrtle Trace documents or information, but cannot be relied upon for official information and is not sanctioned by the Board.

**Responsibilities and Procedures:**

1. The Committee shall develop written procedures for managing, updating and maintaining the website- (see Policy – Managing, Maintaining and Updating Community Website.)

2. The Committee shall designate, appoint, solicit and/or supervise two community volunteers to function as a Webmaster and an Assistant Webmaster to manage, update and maintain the website, or propose to the MTCA Board that freelance assistance be hired for this purpose. Nothing shall preclude the Committee chairperson, any member of the Committee or any other committee, or a member of the MTCA Board from serving as Webmaster or Assistant Webmaster.
3. Access to the website in order to make changes shall be password protected. The Communications Committee chairperson, its Board liaison, the Webmaster and the Assistant Webmaster, or others assigned to make changes shall have access to the appropriate passwords, which can be changed at the discretion of the Board liaison and Committee chairperson-
4. The various MTCA committee chairs shall be responsible for submitting information pertinent to their respective committees (e.g., notices, announcements, activities, work schedules) to the website in a timely manner.
5. The Secretary of the MTCA Board and the various MTCA committee chairs shall be responsible for providing MTCA official documents including, but not limited to, Board minutes; approved policies, forms and committee descriptions; Rules & Regulations; and Committee reports. The Treasurer shall be responsible for providing Financial Statements. Information should be provided to the Webmaster within seven (7) days of the most recent MTCA Board meeting and posted to the website in a timely manner. Reports should be provided to the Webmaster or Assistant Webmaster, preferably by email and in "docx" format.
6. All new content to be published on the website, other than that generated by the Board of Directors, must be reviewed by the Committee or its designee. Any content that is revised or rejected by the Committee or its designee will be returned to the initiator with rationale for the Committee's or designee's decision to revise/reject the document.
7. Previous postings to the website content will be retained for historical record but the Webmaster or Assistant Webmaster may recommend to the Committee information to be removed from the website, for reasons of space or as no longer useful as reference information.