Myrtle Trace Condominium Association, Inc.
213 Southampton Lane
Venice, FL 34293

Policy – Managing, Maintaining and Updating
The Community Website

Overview

The Community Website Policy, adopted in 2014, and updated in 2020, directs the Communications Committee (the Committee) to develop written procedures to maintain, update and manage the website.

Building, operating and maintaining a website with 24/7/365 access requires a not inconsiderable investment in infrastructure (hardware and software) and human technical website development and management skills (collectively known as web hosting services), as well as annual website domain registration to maintain public website access.

While the content and maintenance of the website is the responsibility of Myrtle Trace Condominium Association (MTCA, the Board), of necessity and by choice, some of the more labor and financial intensive functions of operating the website were contracted to outside service providers.

Domain Registration

In 2014, pursuant to the board-approved Community Website Policy, which established the website, MTCA engaged the services of **FX Domains**, located in Scottsdale, AZ to provide the following services:

- Domain registration of www.myrtletrace.net and [www.myrtletrace.info,](www.myrtletrace.info)
- Domain lockdown to prevent inadvert or malicious transfer of registration,
- Automatic domain name registration renewal,
- Domain name security and encryption, and
- Domain registration privacy (keeps MTCA information private at MTCA's option.

Domain registration charges for both domains recur annually and shall be automatically billed to the Myrtle Trace corporate credit card, subject to an annual registration agreement. The method of payment and the annual agreement are at the discretion of the Board and may be changed at any time.

Web Hosting

In 2014, pursuant to the board-approved Community Website Policy, MTCA also engaged the services of **1&1**, now **IONOS by 1&1**, located in Chesterbrook, PA to provide the following services:

- Host the MTCA community website on shared, secure servers under the control of IONOS by 1&1,
- Maintain 24/7/365 website access,
- Provide access to the IONOS proprietary website builder tool (currently MyWebsite+) to facilitate website development, updating and maintenance by Myrtle Trace designees,
- Provide limited 24/7 technical support for website access issues, and
- Provide website security on a shared, firewalled server located in the continental US.

Web hosting charges recur annually and shall be automatically billed to the Myrtle Trace corporate credit card, subject to an annual web hosting agreement. The method of payment and the annual agreement are at the discretion of the Board and may be changed at any time.

Maintaining the MTCA Profile with Service Providers
Maintaining the MTCA profile with the domain registrar and web host are critical to continued and uninterrupted website operation. The Communications Committee Chairperson, Board Liaison and Webmaster, or Assistant Webmaster, are (1) the primary contacts with the domain registrar and the web host and (2) authorized to have access to the MTCA profile with both entities. They are expected to keep the profile current consistent with the following and to recommend changes to the MTCA profile to the Board for approval, if necessary.

FX Domains contacts shall be:

- Registrant – MTCA president (by title), MTCA official address, president's phone number and president's email address,
- Fax Number (to be used in case of confirmation of registrant) – 941-882-3959
- Administrative – MTCA name, webmaster title and name, address, phone number and email address,
- Billing – MTCA name, Treasurer (title) and name, phone number, email address and fax number,
- Technical – MTCA name, Webmaster title and name, physical address, phone number, email address

IONOS by 1&1 contact details shall be:

- Company name – Myrtle Trace C.A.
- MTCA address
- Webmaster name
- Webmaster email
- Webmaster phone number
- Fax number - 941-882-3959 (if required)

The Chair of the Committee and the Webmaster, or Assistant Webmaster, are responsible for keeping the customer profile (including passwords and MTCA contact information) current with FX Domains and IONOS by 1&1. The MTCA profile shall be reviewed, verified and, if necessary, updated as changes warrant, but in no event, less than once per calendar year prior to November 1. If the profile with either organization is changed, the Chair of the Committee, the Webmaster or the Assistant Webmaster will, in a timely manner, inform the Board Liaison of the changes and provide the Board Liaison with a current copy of the MTCA profile for insertion into the Communications Committee website folder.

The Board Liaison to the Committee is responsible for maintaining an accurate, up-to-date copy of the MTCA profile with both entities, in the corporate files, including Board-approved contact and billing information and passwords.

Website Management, Maintenance and Updating

The Committee shall appoint, solicit volunteers or, with the approval of the Board, engage free-lance help, to act as Webmaster and Assistant Webmaster, pursuant to Community Website Policy, to provide continuity of operations, if necessary.

The Webmaster or Assistant Webmaster, subject to review and direction by the Board, shall:

- Manage and update website content in a timely manner,
- Generate and revise web pages or supervise contracted services,
- Debug pages and fix broken links or supervise contracted services,
- Enter information for on-line retrieval, and
- Approve or deny any submissions to the website that are beyond the scope of the Community Website Policy.