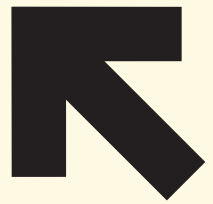




**Board Synergy Club**



# **Association Websites**



# Agenda

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**Solutions (5)**

**18**

**Additional Thoughts**

**36**

The image features a light cream background with several abstract, thick-colored lines. A red line starts at the top right and curves down and left. A green line starts from the left edge, curves down and right, then continues horizontally. A blue line starts from the bottom edge, curves up and left, then continues horizontally, overlapping the green line. An orange circle is positioned on the left side. Two small black dots are placed on the green line: one at its upper curve and one at its right end.

# Disclaimer



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## Disclaimer



**I am the only one in this village investigated by the Florida Bar and found not to practice law.**

**Four years ago, I was a Senior I.T. leader in a \$120B family-owned global business.**

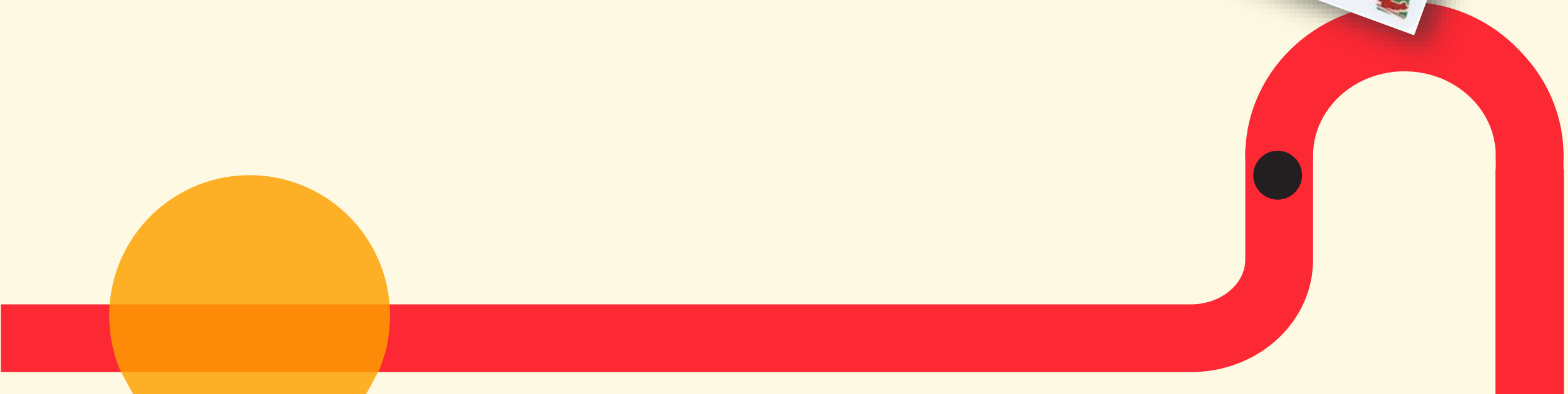
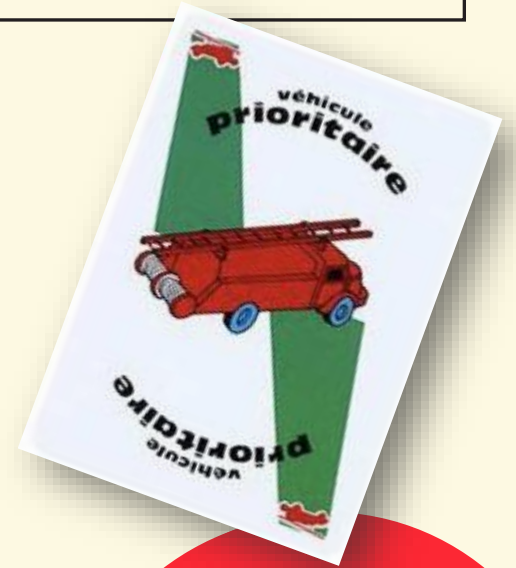
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# **Problem Statement**



# Florida Statutes

**Florida lawmakers through House Bill 1021, which was signed by Governor DeSantis and became effective July 1, 2024, requires any association operating a condominium with 25 or more units to have a website. The deadline for compliance with this requirement is January 1, 2026.**





# §718.111(12)(g)

(g)1. An association managing a condominium with 25 or more units which does not contain timeshare units shall post digital copies of the documents specified in subparagraph 2. on its **website** or make such documents available through an application that can be downloaded on a mobile device.

a. The association's **website** or application must be:

(I) An independent **website**, application, or web portal wholly owned and operated by the association; or

(II) A **website**, application, or web portal operated by a third-party provider with whom the association owns, leases, rents, or otherwise obtains the right to operate a web page, subpage, web portal, collection of subpages or web portals, or an application which is dedicated to the association's activities and on which required notices, records, and documents may be posted or made available by the association.

b. The association's **website** or application must be accessible through the Internet and must contain a subpage, web portal, or other protected electronic location that is inaccessible to the general public and accessible only to unit owners and employees of the association.

c. Upon a unit owner's written request, the association must provide the unit owner with a username and password and access to the protected sections of the association's **website** or application which contain any notices, records, or documents that must be electronically provided.

2. A current copy of the following documents must be posted in digital format on the association's **website** or application:

a. The recorded declaration of condominium of each condominium operated by the association and each amendment to each declaration.

b. The recorded bylaws of the association and each amendment to the bylaws.

c. The articles of incorporation of the association, or other documents creating the association, and each amendment to the articles of incorporation or other documents. The copy posted pursuant to this sub-subparagraph must be a copy of the articles of incorporation filed with the Department of State.

d. The rules of the association.

e. A list of all executory contracts or documents to which the association is a party or under which the association or the unit owners have an obligation or responsibility and, after bidding for the related materials, equipment, or services has closed, a list of bids received by the association within the past year. Summaries of bids for materials, equipment, or services which exceed \$500 must be maintained on the **website** or application for 1 year. In lieu of summaries, complete copies of the bids may be posted.

f. The annual budget required by s. 718.112(2)(f) and any proposed budget to be considered at the annual meeting.

g. The financial report required by subsection (13) and any monthly income or expense statement to be considered at a meeting.

h. The certification of each director required by s. 718.112(2)(d)4.b.

i. All contracts or transactions between the association and any director, officer, corporation, firm, or association that is not an affiliated condominium association or any other entity in which an association director is also a director or officer and financially interested.

j. Any contract or document regarding a conflict of interest or possible conflict of interest as provided in ss. 468.4335, 468.436(2)(b)6., and 718.3027(3).

k. The notice of any unit owner meeting and the agenda for the meeting, as required by s. 718.112(2)(d)3., no later than 14 days before the meeting. The notice must be posted in plain view on the front page of the **website** or application, or on a separate subpage of the **website** or application labeled "Notices" which is conspicuously visible and linked from the front page. The association must also post on its **website** or application any document to be considered and voted on by the owners during the meeting or any document listed on the agenda at least 7 days before the meeting at which the document or the information within the document will be considered.

l. Notice of any board meeting, the agenda, and any other document required for the meeting as required by s. 718.112(2)(c), which must be posted no later than the date required for notice under s. 718.112(2)(c).

m. The inspection reports described in ss. 553.899 and 718.301(4)(p) and any other inspection report relating to a structural or life safety inspection of condominium property.

n. The association's most recent structural integrity reserve study, if applicable.

o. Copies of all building permits issued for ongoing or planned construction.

3. The association shall ensure that the information and records described in paragraph (c), which are not allowed to be accessible to unit owners, are not posted on the association's **website** or application. If protected information or information restricted from being accessible to unit owners is included in documents that are required to be posted on the association's **website** or application, the association shall ensure the information is redacted before posting the documents. Notwithstanding the foregoing, the association or its agent is not liable for disclosing information that is protected or restricted under this paragraph unless such disclosure was made with a knowing or intentional disregard of the protected or restricted nature of such information.

4. The failure of the association to post information required under subparagraph 2. is not in and of itself sufficient to invalidate any action or decision of the association's board or its committees.



## §718.111(12)(g) Summary

- **Website ownership:** a wholly owner or third party operated website, application, or portal dedicated to the association.
- **Website users:** Contains content for public, and secured content for employees, and unit owners.
- **Website unit owner access:** Unit owners granted access following a written request.
- **Website unit owner content:** The recorded declaration of condominium; each amendment; the recorded bylaws; each amendment; the articles of incorporation; each amendment; the rules of the association. a list of all executory contracts or documents; a list of bids within the past year; summaries of bids which exceed \$500; the annual budget; any proposed budgets; the financial report ; any monthly income or expense statements; The certification of each director; all contracts or transactions; any contract or document regarding a possible conflict of interest; the notice of any unit owner meeting and the agenda for the meeting; any document to be considered and voted on by the owners ; notice of any board meeting, the agenda, and any other document required for the meeting; the inspection reports; other inspection reports relating to a structural or life safety inspection of condominium property; the association's most recent structural integrity reserve study, if applicable; copies of all building permits.
- **Reminder: I am not a lawyer!**

The image features a light cream background with several abstract, thick, rounded lines. A red line starts at the top right and curves down and left. A green line starts from the left edge, curves down and right, then continues horizontally. A blue line starts from the bottom edge, curves up and left, then continues horizontally, overlapping the green line. An orange circle is positioned on the left side. Two small black dots are placed on the green line: one at its upper curve and one at its right end.

# Terminology



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# Terminology

- **HTML – (Hypertext Markup Language) – Language to render data on computer screen.**
- **HTTPS – (Hypertext Transfer Protocol Secured) – Data is encrypted making it difficult for bad guys to intercept and spoof data**
- **Certificate – Used by website servers to ensure site is encrypting data.**
- **IP Address (V4) – a physical address between 0.0.0.0 and 255.255.255.255**
- **URL - (Uniform Resource Locator) – user friendly address Ex. ibm.com vs 34.74.139.48**
- **2FA/MFA – (Two/Multi-Factor Authentication) – Additional validation is done beyond username/password. Ex. texting a 6-digit code.**
- **Authenticated User – Website has verified user credentials, meaning they are allowed to view content.**
- **On Prem – Files are stored and served from a physical location near the vendor.**
- **Cloud – Files are stored in regional/global data centers of unknown location to the vendor.**
- **Mobile friendly – Web pages are easy to read and navigate on cell phones and tablets**



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# User Requirements



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# User Requirements

- **Preferred Requirements**
  - **Low Cost**
  - **Easy to Navigate/Maintain**
  - **Mobile Friendly**
  - **Support multiple users: Public, Realtors, Employees, Owners, and Board Members**
- **Things to think about**
  - **Will this replace physical documentation?**
  - **Will vendor or board update site?**
  - **Do you want a full-text search or index capability?**
  - **Usage statistics?**
  - **Recovery/Backup/Security/Migration**



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# **Solutions**

# Solutions

**MyCommunitySite**

**15**

**Property Manager Portal**

**20**

**Mike Zaslow Built**

**24**

**Lee Hunt Built**

**28**

**Association Built**

**31**

# MyCommunitySite

<https://mycommunitysite.co>





**16**

# MyCommunitySite

**Initial version developed by Becker Law.**

**Service Associations across Florida and New Jersey.**

**MyCommunitySite.com costs \$70 to \$110/a month.**

- **The MyCommunitySite product is created for non-developers. If you want to manage the site yourselves, they train your team.**
- **They also have a fully-managed option where they can do everything for you.**
- **This is helpful for when you have turnover on your board or property manager – the site and your content stays with the same vendor.**





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# MyCommunitySite

## Pros

- They will handle everything
- Independent of Property Manager

## Cons

- Cost
- Difficult to migrate?
- Security?





**18**

# Business Record Risk Mitigation

- **Detailed description of backup solution. When was the last time it was tested? Can I retrieve deleted files after the fact? If so, what limits are there? Can you tell me who deleted a file? (Disaster Recovery)**
- **If we are unhappy with solution in the future, can we move our intellectual property (files) to another solution? What is the time estimate to do this for say 500 files? (Data Migration)**
- **If you go out of business, how do we get our intellectual property (files) back? (Business Continuity)**
- **Can employees access files? (Data Privacy)**
- **Can only authenticated users access files? (Data Security)**

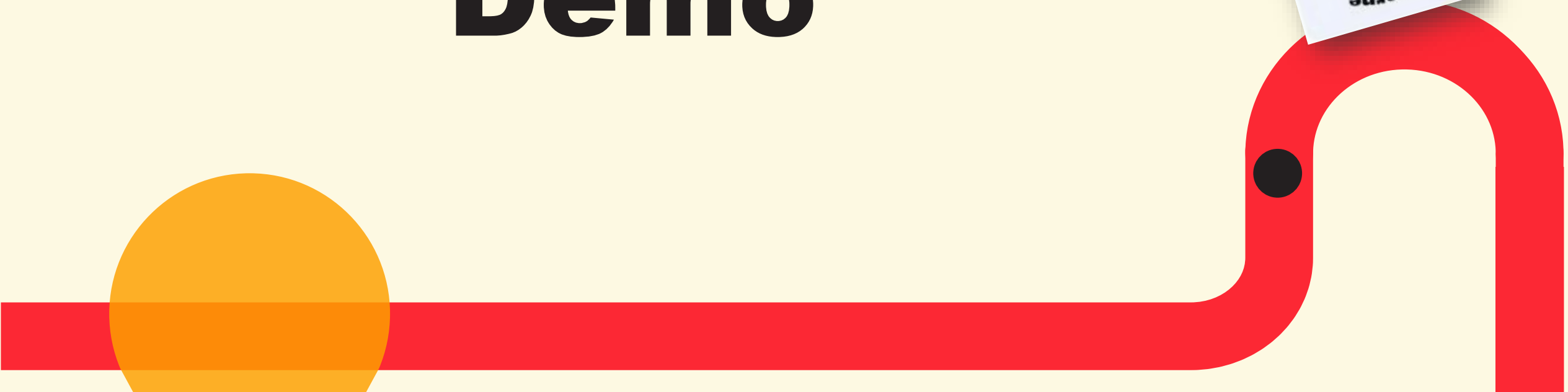




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**MyCommunitySite**

# Andrea Demo



# Property Manager Portal





**21**

# Portal Solutions

**Several property managers use software that provides a document portal for associations. This is generally provided free of charge.**

## **Pros**

- **Cost**
- **Security?**
- **Migration?**

## **Cons**

- **Tied to property manager**
- **May not have other features of a website?**





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# Business Record Risk Mitigation

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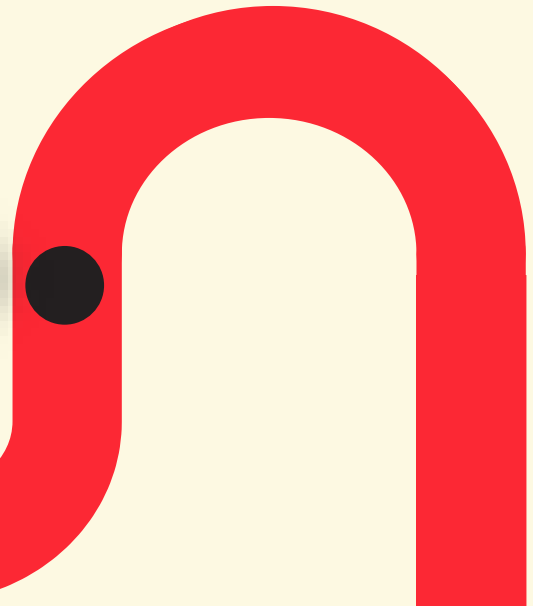




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# Portal Solutions

# Leslie Demo



**Mike Zaslou**





**25**

# Mike Zaslow Solution

**Can several board members understand how to update the website and/or solve owner access issues?**

## **Pros**

- **Cost**
- **Security?**

## **Cons**

- **Migration?**
- **Data Recovery?**





**26**

# Business Record Risk Mitigation

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# Mike Zaslow Solution

# Mike Demo



# Lee Hunt





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# Lee Hunt Solution

**I believe he is using WordPress.**

**Lee is out of the country.**

## **Pros**

- **Cost**
- **Lee will do the work**

## **Cons**

- **Security?**
- **Migration?**
- **Disaster Recovery?**
- **Business Continuity?**





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# Business Record Risk Mitigation

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# Association Built

<https://northamptona.boardsynergyclub.com>





**32**

# Configure it Myself Solution

**Typically, a WordPress Solution**

## **Pros**

- **Cost**
- **Independent of Property Manager**
- **Simple user interface**

## **Cons**

- **Requires some basic computer skills**
- **At least two board members need to be trained**





**33**

# Build it Myself Solution

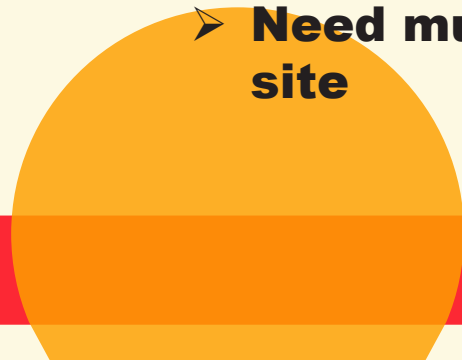
**This would be a major cloud vendor like Amazon, Microsoft, or Google.**

## **Pros**

- **Can be build cost effectively. As low as 5¢/month**
- **Independent of Property Manager**
- **Can be very responsive and customized**
- **Vendor handles security, privacy, backups, and disaster recovery.**

## **Cons**

- **Requires HTML and other computer skills**
- **Security administration can be very challenging**
- **Need multiple people who can update and maintain the site**





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# Business Record Risk Mitigation

- **Detailed description of backup solution. When was the last time it was tested? Can I retrieve deleted files after the fact? If so, what limits are there? Can you tell me who deleted a file? (Disaster Recovery)**
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# Build it Myself Solution

## Kelly Demo



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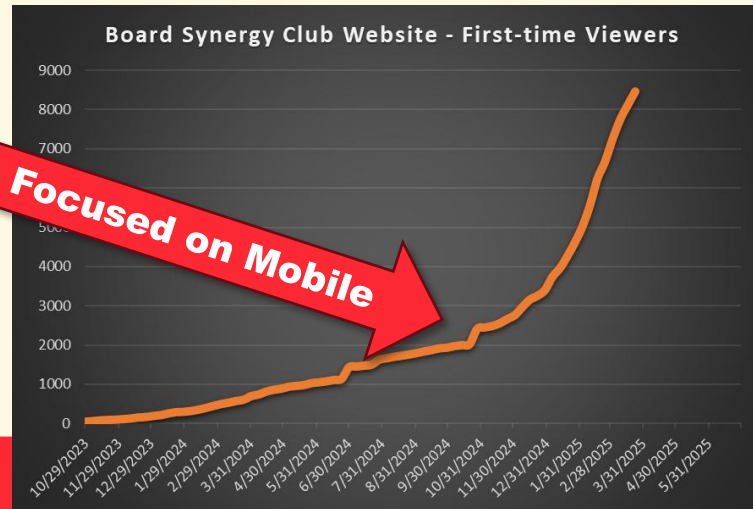
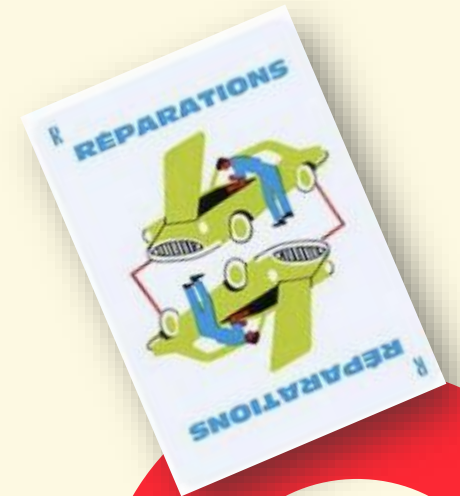
# **Additional Thoughts**



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# Additional Thoughts

- **If done well, a website will save the board time.**
- **All documents for a website need to be digitized. This can be a time-consuming and slightly technical challenge.**
- **Naming documents so they can be found is another skill.**
- **People need to recognize what information day-to-day must be added or maintained on the website.**
- **If the website is not accurate or up-to-date, it will not be used.**
- **You may want to compress PDFs.**
- **Think Mobile First**



Focused on Mobile



# Thank You

**Kelly Janssen**

[cvnorthampton@gmail.com](mailto:cvnorthampton@gmail.com)

<https://boardsynergyclub.com>

