

Reflection Lakes at Naples Master Association, Inc. Technology & Communications Committee Charter

Mission Statement

The mission of the Communication and Technology Committee is to enhance the management of the Association through the effective use of technology and best industry practices and to communicate the activities of the Association to the membership using the various media outlets available.

Organization

The committee is established by the BOD (Board of Directors) of the Reflection Lakes at Naples Master Association Inc. It shall be composed of between 3 and 7 members appointed by the BOD. The BOD can remove members at any time for any reason. Members should have experience in one or more of the following areas: access & camera systems, CCTV systems, websites, and data storage/data utilization. The committee shall elect a Chairperson or Co-Chairpersons. At least one member must be a full-time resident. The committee will meet as needed but no less than quarterly. The Committee shall report to the Board on any issues that may need the Board's attention.


Committee Responsibilities

1. Be responsive to the technology and communication needs of the Association and its committees.
2. Identify potential cost savings for the BOD to consider.
3. Understand and be able to operate the access and camera systems. Create and maintain operating instructions & procedures. Offer suggestions for operational improvements to the CAM or BOD as appropriate.
4. Understand and be able to operate the CCTV system. Create and maintain operating instructions and procedures. Keep the CCTV content current & relevant.
5. Assist and/or educate the office staff as requested. Create and maintain instructions for future use.

6. Provide the BOD with recommendations on best practices, new hardware/software and operational improvements as appropriate.
7. Become knowledgeable about Zoom. Create and maintain instructions on how to set up Zoom meetings and be able teach BOD and committee members how to use Zoom.
8. Maintain a Reflection Lakes at Naples website that provides access to RLN official, current & historical documents. Ensure that RLN records are properly backed up following best industry practices. Administer the RLN Facebook account. Create and maintain instructions and procedures as needed. Ensure that new Membership or BOD approved documents and contracts are accessible within a week of approval. Post BOD approved notices & communications to the HOA Facebook page and the website on a timely basis.
9. Ensure proper security processes are in place to protect against internet-related threats. Recommend a secure system to maintain & protect passwords.
10. Assist in the determination of the most cost-effective means to accomplish technology and communication related goals.
11. Perform maintenance and repairs that are quick and easy by utilizing the talents of the members to reduce or eliminate vendor costs when possible. Create and maintain instructions regarding maintenance and repairs for which the committee is involved.

This Charter was adopted at the Board of Directors' meeting held on 2/20/2024. There are seven (7) total Directors. The Charter was adopted with the vote of 7 Directors voting in favor and 0 Directors voting against.

Reflection Lakes at Naples Master Association, Inc.



Leif Birkeland, President

2/23/24

Date