

Westfield Park Homeowner's Association
Website Committee
Meeting Minutes

January 25, 2005

Present: Ed Gray, Tom Hartwick, Shailesh Desai

Next meeting: 3/1/2005, 7:00 pm, Tom Hartwick's House 8569 Westfield Park Dr

I. Announcements

The committee was finalized. The members are listed below.

- Ed Gray - Chairperson
(440) 235-7339
freshgrass@gmail.com
- Tom Hartwick
(440) 427-8713
thartwick@cox.net
- Shailesh Desai
(440) 427-2592
shaileshdesai@hotmail.com

II. Discussion

Committee Assignments

It was agreed that each committee of the Westfield Park Homeowner's Association will be assigned a website committee member. This assigned committee member will be responsible for communicating with their assigned committee chairperson and update the committee's webpage appropriately. Information will include but not be limited to the following: meeting dates, meeting minutes, announcements and committee contact information. The following is a list of the committee assignments.

Committee Name	Assigned Website Member
Trustees	Ed Gray
Landscaping	Ed Gray
Compliance	Tom Hartwick
Design	Tom Hartwick
Finance	Shailesh Desai
Social	Shailesh Desai

Website Content (Current)

A list of site content was created and committee members assigned to create and maintain these pages. The following is a list of assignments.

Page	Assigned Website Member
General Layout/Framework	Ed Gray
By Laws	Ed Gray
News	Tom Hartwick
Sewer Assessment	Tom Hartwick
Links	Shailesh Desai
Trustees	Ed Gray
Landscaping	Ed Gray
Compliance	Tom Hartwick

Design	Tom Hartwick
Finance	Shailesh Desai
Social	Shailesh Desai

Website Content (Future)

A list of planned site content was created and will be targeted for a future date. The following is a list of this content

- Classifieds
- Forum
- Events/Photos
- Contacts – Committee / trustees
- Feedback
- Registration for news letter / mass mailings

Future Meetings

It was agreed that the meetings would rotate to each committee member's home. The committee member hosting the meeting will be responsible for updating the meeting notes.