

# KCC Website

## Overview

Over the course of the next five months (October 2020 to February 2021) the Communications committee along with select KCC community volunteers are working to update the user interface of the KCC website. The main goals are as follows:

1. To make information regarding the KCC HOA and communications from the KCC HOA board more frequently accessible to the community.
2. To ensure that all information and communications are all reflecting the same information on all communication platforms: KCC Website, KCC Facebook page, KCC email notifications, printouts, and mailings.
3. Develop a regular and easy maintenance schedule for a Communications Committee member to regularly update the website.

The work will consist of consolidating current information from the current nine heading tabs to four headings and their subheadings listed below:

- Home
- Our Community
  - Documents
  - Board and Committees
  - Home Owners
  - Photo Gallery
- Services
  - Amenities
  - ARC
  - Events
- FAQ

The consolidation and updates for each section will be made over the course of the weeks between board meetings on the third Thursday of the month. The updates will be shown during an update in the monthly Board Meeting in a presentation or in preview mode off GoDaddy. When meeting minutes are ready to post the website, the updates made to the site that month will be posted along with them. We encourage board and community members to submit feedback on the site via email to property management.

When all sections of the website are complete, an ongoing maintenance schedule for the website will be established by March 2021.

## Website Publish Schedule

Tasks	Estimated Publish Date	Notes
1 - Home Page	10/31/2020	Board Review 10/15/2020
2 - Our Community	11/30/2020	Board Review 11/19/2020
3 - Services	12/31/2020	Board Review 1/21/2021
4 - FAQ	1/31/2021	Board Review 1/21/2021
5 - Final Overview/Ongoing Maintenance	2/28/2021	Board Review 2/18/2021

Again, thank you for your patience while we are working on the website. Also, if you would like to contribute your skills and work on our site or contribute your feedback, then please email our property manager.