

RC WEBSITE Requirements Document (WRD) REV D

As of 10_20_2018

Purpose

This website is designed to provide information, communication and tools needed by condo association owners to successfully live and manage the community of River Club of Martin County (RC). RC is a 188 condo association located at 1600 NE Dixie HWY, Jensen Beach , FL. ,

Web site objectives

The website will provide a user friendly site which is easy to learn and use by mostly seniors with limited computer experience. The website shall contain condo associate's Financial Reports, RC Governing Documents, owner/association communication documents/media(s) and RC Operational Tools.

Association's website will be:

An independent website/web portal owned and operated by the association. Website shall provide a collection of subpages and web portals dedicated to the association's activities which require communications notices, records, and documents.

The association's website must be accessible through the Internet to mainly unit owners and employees of the association. Only unit owners shall have access to website's proprietary information.

Website Design

1.0) User Interface

Users shall be able to access the website via multiple internet user accessible devices (e.g.smartphones, tablets or computers) with associated operating system.

2.0) Website Design Platform

- a) The Website Hosting shall be by a reliable, secure, and affordable hosting service of Go-Daddy and use WordPress as the website platform
- b) Website design may contain proprietary software and adds-on for which perpetual license for use by the Association can be obtained at reasonable cost

c) Website shall use a domain name selected by the Association.

d) The hosting service shall provide full backup with capacity and frequency required to recover from malware attack or hardware/software failure as well as accidental or intentional hacking through administrative access.

The WordPress (WP) site shall provide backup, allowing restoration of material accidentally or intentionally changed by authorized users as well as backup for loss or change to content via external malware.

Host shall backup WP and Data file monthly and maintain back up for a minimum of one year in both onsite Go-daddy and off site data host.

WP platform shall provide both manually and automatic back-up of website and its data files.

Manually back up shall be an Admin. function when required. Automatic Back up shall be on a monthly with a minimum of 4 back-up file keep in storage.

3.0) Security

- Data transmissions shall use encrypted data needed for HTTPS//: setting Password and user name shall be used for access to a site's private pages.
- SSL certification is required.

3.1 SEO Privacy Setting

The host Privacy setting shall be set to Private.

4.0) WEBSITE Pages

The web site shall contain 5 main web pages which are: Public Home Page, a Public Notice Page, a Private Owners Index Page, a Private Contact Page and a Public "About Us" Page. Unless specified otherwise, all web site data files shall be in PDF format to provide download and printing of Media by user's computer Browsers.

4.1) Home Page (Public Page)

Before log in, the Home Page shall contain a 4 tap Top Main Menu navigation Bar, three scrolling Notice text Box, a Help icon and aesthetically pleasing photo and text defining RC's major attributes to welcome user.

After log in, 2 additional private page tabs shall be added to Main menu's Navigation Bar and the owners log in tab will be changed to a Log out tab. It should be noted immediately completing log in, the owners INDEX Page will be shown.

(see Attachment A for home page)

4.1.1) Main Menu's Navigation Bar

The main menu's page navigation bar shall contain Home, Notices, *Owner Index, *Contact Form, About Us. and a Log-in or Log out tabs located on top line of all pages and subpages

The *Owner Index and *Contact Form tabs and Log-off button are only shown after user Log-in is successfully completed. This allows only RC owners access to the private data within website's private pages.

4.1.1.1) Owners Log-in Tab

A log-in form will be shown after clicking on main menu's Owners log-in Tab.

Log-in require a secure password containing a minimum of 8 characters with at least one an uppercase letter, one lower case letter and one number.

Note: The user name shall be defined by website Admin. along with a user recorded e-mail address. It is owner's responsibility to ensure that office records contain their legal E-mail address. One up to date and correct E-mail address must be recorded on office files for each owner user of website.

The log in feature shall:

- a) Allows users to self-change password
- b) Allows user to recover or self-change password when it is forgotten
- c) Provide log-in and log-out control buttons.
- d) Provide user with notifications, alerts and directions needed to aid in proper log in.

Note: If a user is unable to self -recover/change a password, they would have been instructed to generate a written request to Website admin for new password and also as well as an explanation of why they could not self -recover their password. This info will be used to improve website log in design and capabilities

4.1.2) Scrolling Text Box.

Data within Home page's text box provides a summary of near term scheduled unit owner meetings and agendas, as required by Florida State Statues [718.112\(2\)\(d\)3](#).

The text Box shall contain 3 panels each providing Meeting Name, Location and schedules.

A "Read more" button shall be provided within each panel to allow display of full meeting agenda and other documentation required under 718. This is a duplication of meeting information proved to user via Main menu Navigation bar's Notice Tab

4.1.3) Help Icon

Similar to Main menu, the HELP Icon will be shown on all pages of website. By clicking on the Help Icon button a user will gain access to a series of Help tutorial videos and a copy of this document.

The Help Buttons provides access to:

- Website Overview tutorials
- Home page tutorials,
- Help icon tutorials
- Owners index page tutorials
- Contact form page tutorials
- About us Page tutorials
- This WRD Document

The Help Page also contains a Contact Form which only appears after log-in. The Contact Forms allows a user to request additional help from website Admin. Since Admins. are volunteers they do not staff site 24hours a day or 7 days a week but responses should be received within days if not immediately.

The users e-mail address must be included with HELP form's contact message/report or message will not be sent.

4.2) Notices Page (public page)⁴

Data within Notice Tab page defines unit owner meeting(s) and the agenda(s) for meeting, as required by s. [718.112\(2\)\(d\)3](#). Also posted in each notice is any document to be considered and voted on by the owners during the meeting or any document listed on the agenda. Information on three meetings can be displayed at once to cover overlapping scheduled meetings.

Note: Notice Page information is redundant with information contained within Home Page's 3 Notice text panels.

4.3) Owners Index Page (Private Pages)

The Owner Index page shall be a gallery formatted page which contains Buttons, each dedicated for opening a specific website's WRD page (internal link) or external links (external data files, website or APPS) or a subpage containing more buttons. A descriptive name shall be given to each Button. A design guideline is to restrict the number of button on the Index page to 40 and to 7 button on subpages. This will aid in ensuring that a user is not overwhelmed with buttons and that the most popular items are contained within the website.

Dependent upon the size, page count, number of individual articles which make up an Index pages Button information, the use of a subpage containing more buttons or a single PDF or a Multi- Article PDF will be used.

The majority of Owner Index buttons will directly open a single PDF to be downloaded and viewed or printed by user's computer's browser.

The subpages are mainly used when there are multiple large articles to be opened by an Owner's Index Button (example: Audit history reports) that are not suited for presentation in a single PDF or Multi article PDF. The subpage Buttons follow the same rules as the Owners Index Buttons.

The Subpages provide an additional set of Buttons (Guideline of 7 max.), each having a specific identifying button name.

The Multi-article PDF is mainly used when a large number of short page articles, within the same category (Example: BOD certificate forms), are to be opened. The beginning of each of these Multi-article PDF shall start with an index stating the name of each of its articles and its starting page number.

The Owners Index page shall allow scrolling to accommodate all present and future website buttons growth.

The Main Menu's navigation tabs and Help Icon shall be included on the Owners index page.

4.3.1) Owners Index BUTTON Grouping: (private Pages)

Owner Index buttons shall be organized into the following groups: RC Financial, RC Governing Documents, RC Communications, RC operations, Future features.

The RC website shall have one main releases before July 1, 2018 and will, as a minimum, contain the RC Financial and RC Governing Documents which meet 718 website requirements. After Release 1, new feature will be added through following years based on RC needs, fundings and available volunteer's time and personnel schedules.

Potential additions to website shall be shown within the Owners index page as FUTURE FEATURES.

The following paragraphs describes each of the article/items and Buttons listed within the Owners Index, its subpages and their groupings:

4.3.1.1) Legal documents: (Governing Document group)

Legal documents form the Governing Document Group which contains button to open the following single PDFs (Adobe formatted files):

- By-Law, Declarations, Articles, Rules and Regulation, Business Concerns & Conflicts (see para. 4.3.1.2) and
- Director's Certification (see para. 4.3.1.3)
- Also contained in Governing group is the Condo Assoc. Standards which define: Landscape Std., Lanai Std. and Doors Stds all within a single Multi Article PDF. (see Para. 4.3.1.20)

4.3.1.2) Business Concerns or Conflicts (Governing Document group)

Any contract or document regarding a conflict of interest or possible conflict of interest as provided in State Statue. [468.436\(2\)](#) and [718.3026\(3\)](#)..shall be show in this single PDF.

4.3.1.3) Director Certifications ———(Governing Document Group)

This Button will open a Multi-article PDF which contains the certification document from each of the active BOD member's as required by s. [718.112\(2\)\(d\)](#)4.b..

4.3.1.4) Budget (Financial Group)

There shall be three single PDF, one for current year budget reports, one for Budget reports History and one for Proposed Budget.

A) Current Year Budget Report (Financial Group)

This Button will open a single PDF document which shall contain, as required by [718.112\(2\)](#), the annual years approved budget

B) PROPOSED BUDGET (financial Group)

This Button will open single PDF which shall contain the Proposed budget which is used for Annual owners Budget meeting

C) Budget History (Financial Group)

This Button will open a single PDF which shows the Budget history for a minimum of 7 years.

D) Monthly Income/Expense (Financial Group)

This Button will open a single PDF which shows the year to date (YTD) income and expenses plus the prior month income and expenses ([718.111\(12g/HB841\)](#)). This document will be posted monthly after approval by the BOD and replaced monthly by an updated document. Each document must be kept indefinitely on file.

4.3.1.5) Contract or Transactions — (Financial group)

Any management agreement, lease, or other contract to which the association is a party or under which the association or the unit owners have an obligation or responsibility shall be on the website. Summaries of bids for materials, equipment, or services must be maintained on the website for 1 year and kept on file indefinitely. Because of the size of this information, this Owners Index Button , will open a subpage which contains the following buttons:

LANDSCAPE
RIVER CLUB INSURANCE CONTRACTS
ADMINISTRATION
CONTRACTED SERVICES
UTILITY CONTRACT
MAJOR PROJECTS.

Each of these subpage buttons shall open a Multi-article PDF. (see attachment C for details)

4.3.1.6) Auditor reports (Financial Group)

Audit reports shall have two button in Owners index page, one for the current year and one for Audit Reports History.

A) Current Audit Report (Financial Group)

This Button will open a single PDF, as defined in [718.112\(2\)](#), contains the Current Years Audit report. It should be noted that a current audit report is based upon the prior year's expenditures.

B) Audit History (Financial Group)

This Button will open a subpage which contains 3 buttons. Each button will open a prior year's single AUDIT PDF. labeled CURRENT YEAR (CY) -1, CY-2 and CY-3 (see attachment C for details)

4.3.1.7) RC Meeting Minutes (Communication Group)

Two owner index button shall be used to open RC meeting minutes.

A) Annual meeting minutes (communication group)

This Button will open a single PDF which contains the recorded and approved minutes from the current annual owners meeting.

B) Owners MEETINGS (Communication group)

This Button will a open a Multi-article PDF which contains non-annual RC meeting minutes.

4.3.1.8) BLIZZ—(Communications Group)

This button shall provide a link to the Blizz training Tutorial which will inform users on Blizz operations and how to connect to a Blizz meeting.

4.3.1.9) Club house camera (Communications Group/Future Features)

This button provide's a link to access streaming video data from the RC club house camera during meetings. This is a real time video and will only be active during scheduled times as defined by meeting notices (see Notice tab of main menu or Home page's Notice Text box).

4.3.1.10) Owners Directory (Communications Group)

This Button will open single PDF which shall contain the RC owners telephone numbers.

4.3.1.11) Forms (Operations Group)

This owner index button opens a subpage which contains a button for each of the 11 RC forms shown below.. Each of the subpage buttons shall contain single PDF. At present, 11 button are used to provide quick access and printing of form for owners use.

- * Lease Application
- Club house reservation form
- Guest approval form
- Lease Approval Application Form
- Maintenance Fee Auto Debit form
- Owner Info.
- Pest Control Permission to enter unit form
- Request to lease renewal form
- Sales application form
- Signature Verification Form
- Workshop Rules and Release Form

4.3.1.12) Work Order (W/O) Form — (Operations/Future Feature)

This button opens the read /write word order (w/o) form via an external link to a TBD APP. The w/o form provides inputs space for user's name, e-mail address and text defining work being requested. The w/o process is initiated in accordance with TDB w/o App procedures after the form's is completed and done button is clicked by user. The user will receive an E-mail confirming that their w/o form has been received.

4.3.1.13) Work order log (Operations/Future Feature)

This is a link to the TBD w/o App's read only log listing all W/O's (inputted via W/O form) with their planned completion date and statuses (pending, assigned, completed or rejected.)

4.3.1.14) Volunteer (Communications Group/Future Feature)

This Button will open a single PDF which shall provide information on RC community tasks/projects by BOD which requires volunteer support from RC owners. This information will

include objective of task, description of task, skill level required and task schedule(s) as applicable. Each task shall be assigned an identification number.

RC owner(s) sign up as a volunteer candidate or requesting additional information by replying to BOD Request with use of Contact page of website (See Para. 4.4).

Note: only BOD can read owners contact form messages.

4.3.1.15) Owner's suggestion log— (Communications Group/Future Feature)

This Button will open a single PDF which shall contain a list of all suggestions submitted to BOD by RC Owners. Owners have the right and duty to submit their ideas, observations and suggestion to aid BOD in management of RC's facilities, services, budgets, planning and operations. Owner inputs are send to BOD via website's contact(see Para. 4.4).

4.3.1.16) RC Work priority list — (RC OPERATIONS/Future Feature)

This Button will open a single PDF which shall contain a listing of the priority of improvement project(s) requested by owners during yearly RC survey.

4.3.1.17) RC OWNERS VOICE —(Communications Group)

This button shall provide a link to the RC OWNERS VOICE Website which provides operational information, alerts, owners suggestion & comments and other article of interest to RC owners by owners.

4.3.1.18) Committee Link — (Communications Group/Future Feature)

This button shall provide a link to a Volunteer's facebook account established to report on RC committee members, activities and accomplishments.

4.3.1.19) Dock Association—(Communications Group/Future Features)

TBD

4.3.1.20) Condo Assoc. Std. (Governing Documents Group)

This Button will open a Multi- Article PDF containing RC's : Landscaping standards,, Lanai standards, and Door standards which define acceptable standards to use when modifying or replacing plants/shrubs, condo doors and condo Lanai structure/window/screens.

4.3.1.21) Calendar (Communication/Future Feature)

This Button will open a single page calendar which shows monthly RC social events, Condo meetings, committee activities and other items of interest to owners.

4.3.1.22) Frequently Asked Questions -FAQ, (Communication group)

This button will open a single file PDF linked to a WSOF file which provides BOD answer to frequently asked questions from owners.

4.3.1.23) Condo Assoc. STD— (Governing Group)

This Multi- page PDF file from WSOF shall define standards which define key design items within RC. These standard include items like planting standards, and others Stds generate and approved by BOD. (see 4.3.1.20)

4.4) Contact form (Private page)

The contact form is a write-only (only BOD can read message sent within contact form) page which contains the Main Menu's Navigation Bar, and write in text boxes for owner use to submit a response to a BOD volunteer requests, provide suggestions or request information/aid.

4.5) About us (Public Page)

Direction to RC location, and descriptions/photos of RC shall be presented on the About Us page to aid new owners or a guest to learn about RC.

5.0) Alert notices

The website shall provide a feature which allows an alert e-mail to be send to all registered website owners users whenever there is an update or change in RC software systems contents.

6.0) Website usage reporting

Information on website usage, page usage and user's data shall be recorded for use by Site's Administrator to aid in site improvements.

7.0) Training

Training documentation and video shall be generate as part of website develop to train administrators of website users.

8.0) Website Office Files (WSOF)

A separate file shall be established which contain office Data as defined in Par. 4.3 of this requirement document.. Data within this file shall be formatted and organized to comply with definition and structure as defined within Para. 4.3 Each of the applicable WSOF data items shall have a unique URL for use in uploading to website. (see attachment D)

9.0) Change control

A change control system shall be implemented to provide configuration control of this Requirements doc (WRD), and the WSOF. No change shall be formally released until the established change procedure, with proper approval signature, is completed. Changes to website must adhere to WRD and WSOF documentation and therefore cannot not be formally released until stated WRD & WSOF change procedure are successfully completed.

10.0) Testing

Through out the development, implementation and operational phases, completed modules shall be tested for not only compliance to the requirements but also user friendly design of site. Results from these tests will be used to correct design problems and also improve user friendly characteristic of web site.

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Attachment A



Attachment B

Concept Drawing of owners Index page's layout and each of the subpage Buttons.

Financial Group Icons

Current Budget

Budget History

Current Audit report

Audit History

Contract or
Transactions

Governing Documents Icons

Declaration of
condo &
Amendments

By Laws &
Amendments

Article of
Incorporation&
amendments

Rules of
Association

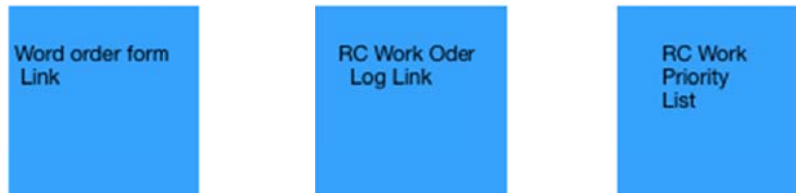
Certification
of Directors

Conflict of interest
& association
Contracting

RC Communication Icons



RC Operations Icons



FUTURE FEATURES



ATTACHMENT C

WEBSITE OFFICE FILE (WSOF) Listing

WSOF REV D Preliminary		
	BUTTON NAMES AND	FILE CLASSIFICATION
	WRD DESCRIPTIVE PARAGRAPH	
Financial Group		
	Current Budget report 4.3.1.4(A)	A single PDF
	Budget History 4.3.1.4 (C)	A single PDF
	Proposed Budget -4.3.1.4 (B)	A single PDF
	Current Audit report 4.1.3.6 (A)	A single PDF
	Audit History 4.1.3.6 (B)	
	* Current Year (CY) -1	A single PDF
	CY-2	A single PDF
	CY-3	A single PDF
	Contract or Transactions 4.1.3.5	
	*Landscape 4.1.3.5	A MULTI ARTICLE PDF WITH CONTENTS LISTED
	Lawn Care	
	Landscape Repair	
	Mulch	
	Tree Trimming	
	Weed&Feed	
	Weed&Feed Proposal	
	*Insurance Contracts 4.1.3.5	A MULTI ARTICLE PDF WITH CONTENTS LISTED
	General Liability	
	Flood Insurance	
	* Administration 4.1.3.5	A MULTI ARTICLE PDF WITH CONTENTS LISTED
	Accounting Software	
	Website Support	
	IT Contracts	
	*Contracted Services 4.1.3.5	A MULTI ARTICLE PDF WITH CONTENTS LISTED
	Pool Maintenance	
	Trash Removal	
	Pest Control	
	Construction Dumpster	
	Cleaning	
	*UTILITY CONTRACTS 4.1.3.5	A MULTI ARTICLE PDF WITH CONTENTS LISTED
	Cable TV	
	Internet/Telephone	
	*Major Projects 4.1.3.5	A MULTI ARTICLE PDF WITH CONTENTS LISTED
	Reserve Expenditure for current year/ example are:	
	Shoreline	
	Painting	
	Pavement	
	Concrete Restoration	

REV. D Preliminary

GOVERNING GROUP		
	By Laws 4.3.1.1	A single PDF
	Declarations 4.3.1.1	A single PDF
	Articles 4.3.1.1	A single PDF
	Rules & Regulation 4.3.1.1	A single PDF
	Business concern or Conflict 4.3.1.2	A single PDF
	CONDO ASSOC STANDARDS - 4.3.1.20	A MULTI ARTICLE PDF WITH CONTENTS LISTED
	LANDSCAPE	
	LANAI	

Attachment D

WRD/WSOF Change History

		Change History		
New revision #	Reason for revision	Description of Change	Author of change	Date of MRD revision change
A	Clerical changes	- include FTP requirement to Para. 4.0 ,include download requirements and future subpage growth in Para. 5.0	Joe Novello	2/10/2018
B	Add Admin . tool requirement and home page changes change request 001 thru 16, 17 and19	-see Para. 9.0 and attachment A , attachment B, Para. 5.0, and Basecamp's change revuest write board.	See Basecamp white board change request	3/22/2018
C	Update and changes from testing	-see all approved C class change request of write board change	see Basecamp writeboard change requests	4/25/2018
D	See Attachment E	See Attachment E	See Attachment E	

Attachment E WRD Change Request Log

Change # & DATE	Change Descriptions	Originator	Date completed
D001 5/10/2018	Add FAQ PDF file to Communication Group of Index Page Update WSOF	Tony King	5/25/2018
D002	Add New button to Gov. Group—"Condo Assoc. Std" Update WSOF	Chip Bellows	5/27/2018
D003	Add new button to Financial Group-Monthly Income/Expenses	Chip Bellows	8/16/2018
D004	Change Insurance Contracts to River Club Insurance Contracts	Chip Bellows	8/16/2018