The Hideaway Association

Website and Document Server

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OVERVIEW

A custom website will be built for The Hideaway Home Owners Association. This website will contain two public sections: a Home page and a Documents page; and three private sections: Bulletin Board, Document Management, and Administration.

At any time, a user may choose to Log In to the Website. An authenticated user of the website will be granted access to content per that user's access level. Five distinct levels of access will be supported: Public, Guest, Homeowner, Board Member, and Administrator.

PUBLIC SECTIONS

Public sections appear for any casual "web surfer". The content of the Documents page will vary depending on the user's access level.

HOME PAGE

The home page will contain two or three dynamic sections of content which are maintained in the Administration section. A "Contact Us" form will also be available on the home page. The recipient of the Contact Us form will be maintained in the Administration section.

DOCUMENTS PAGE

The documents page will contain a list of categories and documents which are available for download by the current user. Each category and document will have a distinct access level. The user's access level must meet or exceed the item for it to be visible to the user.

So, if I am a Public user (or just not logged in) and there are no categories, or documents with Public access, then I would see nothing for download.

PRIVATE SECTIONS

Only authenticated users beyond Guest access will be presented with the Private Sections.

BULLETIN BOARD

Each individual homeowner will be allowed to create an account in the online bulletin board system. See: www.phpbb.com for a full list of features.

DOCUMENT MANAGEMENT

A user who has an access level above Homeowner will be allowed to access this section. Here, the user will be allowed to: create, upload, grant access, and delete documents and categories.

ADMINISTRATION

Only users with Administrative level access will be able to see the Administration area. Here, the user will be presented with left-side navigation. These sub-sections are: Users, Home Page, Contact Us, and Support.

USERS

Here, the user will be able to create/delete, set passwords, and set access levels for every (non-admin) user in the system.

HOME PAGE

Here, the user will be presented with two or three HTML editable sections. An HTML editor will be built into the form, making editing easy. The user will be able to "Preview" and "Save" the Home page content.

CONTACT US

The recipient of the Contact Us form will be set here.

SUPPORT

Similar to a Contact Us form, this Support page will allow the user to submit a question, comment, or complaint to WilderSolutions.

ACCESS LEVELS

There are five levels of access which will be supported by the website: Public, Guest, Homeowner, Board Member, and Administrator. They should be thought of as progressively inclusive. For example: a homeowner can see everything a guest can see. The access levels may be applied to: Users, Documents, and Document Categories.

PUBLIC

This is the lowest level of access. Only the public sections, categories, and documents will be visible to this type of user.

GUEST

This is a trusted person who has been given access the website in a very limited capacity. This person could, for example be a realtor, potential buyer, or other person who has legitimate reasons to download HOA content. This user will be given access to categories and documents with Guest privileges.

HOMEOWNER

After being successfully authenticated, this type of user will be granted access to the Bulletin Board section of the website. In the Documents section he/she will be given access to content with Homeowner or below access level.

BOARD MEMBER

If an authenticated user is identified as a Board Member, that user will be granted access to the Bulletin board, and Document Management sections. In addition, he/she will be see document & categories which have Board Member level access or below.

ADMINISTRATOR

This type of user will be granted the highest privileges. They may: add/modify/delete users of the website, and edit/upload/download any managed content in the website.

WEBSITE AND DATABASE STRUCTURE

The information contained in Hideaway's Document server is kept in a secure location in an offsite server. The database used for Hideaway's Document server will not be shared by any other applications or programs.

The website URL is proposed to be: **http://www.thehideawayassociation.com**

TIMELINE AND COST TO BUILD

The cost to build the website and programming will be absorbed by WilderSolutions. The timeline for completion is estimated to be four to six weeks after acceptance of this proposal.

The cost to the Association to use this website as proposed here is one dollar per door per month.