

IT COMMITTEE

The IT Committee will review all technology processes including security, privacy, email systems, website, software, and document management.

The group will obtain a quote for the board to review for a new website and the software. (See page 2 for requirements for the quote).

BOARD POINT PERSON: **Steve Eckert** **281-732-4819** **stevethpoa@aol.com**

Committee Members:

- 1) **Bob Price – Chair** **832-721-0797** **bobprice@thpoa.com**
- 2) **Teresa Parks** **349-297-9819** **8939gma@gmail.com**
- 3) **Doug Lehr** **713-449-2276** **doglehrpe@gmail.com**
- 4) **Paul Laverty** **713-557-2094** **plaverty@eastex.net**
- 5) **Debbie Tanner** **281-844-2371** **dtanner1960@gmail.com**

All committee activities and budgets are subject to Board approval.

Your committee will need to meet and schedule monthly meeting dates/times. Let me know when this is set so it can be added to the website. You can hold meetings at your home, the clubhouse picnic area or use the office. To use the office your Board contact will need to have a key or contact me to unlock the door.

Should you have any questions contact the board.

info@twinharborslakelivingston.com

SOFTWARE PROGRAM PROJECT

Need 3 quotes that will cover the following:

- Purchase price of program(s) needed for a Website and Software Program to manage the property owner database, accounting system, at least 20 email accounts for the Board members, ARA members, office staff and general accounts. System must have a good security set up and encrypted program. Be able to set up several log in accounts.
- Development cost for both including equipment
- Support services – annual cost
- Ongoing Maintenance fees

Who will do the research for this? _____

Prepare the presentation plan? _____

Prepare the budget? _____

Prepare the timeline for the project? _____

Where will the funding for the project come from? _____

When will you be able to present this to the board? _____

Paul will review everything before the board votes on anything and it should also be presented to the property owners for input prior to any decisions being made.

Until a website is up and running, bugs worked out, and Paul has tested it we will continue with the current website. Paul will continue management of it. Changes will be submitted to the board for approval. The submission should include a screen shot of the current page, document if how it needs to be changed, and once the board has approved the changes it will be submitted to Paul for changes.