

## Bay Harbor Club - Website Governance

This document describes the roles and responsibilities to manage content on Bay Harbor Club's website: bayharborclub.info.

### Definitions:

**Content Owner:** Responsible for reviewing and updating content to ensure it is current. When content is updated, the Content Owner prepares the information and if necessary, has the information reviewed by SMEs and approvers. Once these steps are complete, content is sent to BHC's Primary Contact who forwards it to the Webmaster. As a final step, the Content Owner must review the published content to ensure it is accurate.

**Subject Matter Expert (SME):** Responsible for providing expert knowledge to review and validate the content. If not listed, the Content Owner is the SME.

**Approver:** Responsible for reviewing and approving updated content before it is sent to BHC's Primary Contact.

**Primary Contact:** BHC's Primary Contact for its website is the Website Committee Chair. This person forwards all BHC website changes to the Webmaster. The one exception to this rule is calendar entries which go directly from the Content Owner to the Webmaster.

**Webmaster:** BHC has a contract with MSWebservices to host our website and publish (i.e. update) website content on behalf of BHC.

## Content Inventory, Roles and Review Schedule

<b>Page</b>	<b>Content Owner / SME</b>	<b>Approver</b>	<b>Review Frequency</b>	<b>Last Updated</b>
<b>Home Page</b>	Website Committee		Annually	Nov 2025
About	Website Committee		Annually	Nov 2025
Amenities	Website Committee		Annually	Nov 2025
Calendar:	Social Committee Chair and Owners		As Events Change	Feb 2026
. Edit Request Form	Webmaster		As needed	
. Instructions	Website Committee		As needed	Jan 2026
. Clubhouse Guidelines	Website Committee		As needed	Mar 2026
Gallery	Website Committee		Annually	Nov 2025
<b>Owner's Home Page:</b>				
Frequently Used Features	Website Committee		As needed	Mar 2026
. Owner Directory	Connie Schroeder		Annually	Feb 2026
. Owner Quick Reference	Connie Schroeder		Annually	Feb 2026
. Community Calendar	<i>See Home page</i>			
. Calendar Edit Request Form	<i>See Home page</i>			
. Club House Guidelines	<i>See Home page</i>			
. 2025 Emergency Preparedness and Response Plan	<i>See Property Management page</i>			
. Cambridge APP Folio (link)	<i>See Property Management page</i>			
Important Notices	Board		As needed	Mar 2026
. Notices	Property Manager / Secretary		As needed	Feb 2026
. Upcoming BOD Meetings	Property Manager / Secretary		Annually	Mar 2026
. Affidavits	Property Manager / Secretary		As needed	
<b>Directors/Committees</b>				
Directors	Property Manager / Secretary	Board	Annually - Feb	Mar 2026
Committees	Website Committee	Board	As needed	Mar 2026
Financials	Property Manager / Treasurer	Board	Monthly	Feb 2026
Minutes	Property Manager / Secretary	Board	Monthly	Jan 2026
Insurance	Property Manager / President	Board	Monthly	Jan 2026

<b>Page</b>	<b>Content Owner / SME</b>	<b>Approver</b>	<b>Review Frequency</b>	<b>Last Updated</b>
Contracts/Proposals	Property Manager / President	Board	Monthly	Dec 2025
<b>Documents</b>				
Governing Documents	Property Manager	Board	Annually	Nov 2025
Rules & Regulations	Property Manager / Board	Board	Annually	Feb 2025
Owner Information:				
. Automatic Door Opener Instructions	Property Manager		Annually	Mar 2026
. Pest Control Services	Property Manager		Annually	Apr 2018
. Water Tank Replacement Schedule	Property Manager / Don Vercruysse		Annually	Sept 2023
. Summit Documents	Property Manager		Annually	
Archived	Property Manager / Website Committee		Annually	Nov 2025
<b>Forms</b>				
Unit Occupancy:				
. Owner Contact	Property Manager / Board		Annually	
. Vehicle Information – Owner not in Residence	Property Manager / Board		Annually	Feb 2023
. Guest Notification	Property Manager / Board		Annually	
. Tenant Occupancy Application	Property Manager / Board		Annually	Feb 2023
. Home Watch Form – Owner not in Residence	Property Manager / Board		Annually	
. End of Season 2025 Checkout Form	Property Manager / Board		Annually	
. Door Entry FOB / Proximity Card Issue or Reauthorization	Property Manager / Board		Annually	Feb 2023
Pet Registration	Property Manager / Board	Board	Annually	Feb 2023
Bicycle Registration	Kendall Meyer	Board	Annually	Feb 2023
Kayak Storage	Deb Vercruysse	Board	Annually	2024
Unit Sales, Transfers & Leases:				
. Application for Approval for Sale or Transfer	Property Manager / Board		Annually	
. Assignment of Boat Slip	Property Manager / Board		Annually	Jan 2025
. Parking Space Sale or Transfer	Property Manager / Board		Annually	May 2020

<b>Page</b>	<b>Content Owner / SME</b>	<b>Approver</b>	<b>Review Frequency</b>	<b>Last Updated</b>
. Estoppel and Condo Questionnaire Request Information	Property Manager / Board		Annually	
Alteration:				
. Architectural Design Modification Request	Property Manager / Board		Annually	Feb 2023
. Work Done for Unit Owner	Property Manager / Board		Annually	May 2020
. Application for Approval to Install Tile or Hard Surface Flooring	Property Manager / Board		Annually	May 2020
. Application for Approval to Install Lanai Enclosure/Windows/Sliders	Property Manager / Board		Annually	May 2020
. Application for Approval to Install Hurricane Shutters	Property Manager / Board		Annually	Feb 2023
. Application for Approval to Install Lanai Sun Shades	Property Manager / Board		Annually	May 2020
Application for Boat Lift Installation, Alteration or Removal	Marina Committee	Board	Annually	Jan 2025
Consent Forms:				
. Consent for Electronic Voting	Property Manager / Board		Annually	
. Directory Consent	Connie Schroeder		Annually	
<b>Property Management</b>				
. Management Information	Property Manager / Board		When Information Changes	Feb 2026
. Cambridge APP Folio (link)	Property Manager		As needed	Nov 2025
. Emergency Preparedness and Response Plan	Hurricane Preparedness Committee	Board	Annually (Spring)	2025
. Lee County Hurricane Preparedness	Hurricane Preparedness Committee		Annually (Spring)	2025