



# Community-Owned Webmaster Services Proposal

## Overview

MSWebservices is proud to present this proposal for a **community-owned website** solution. Our service ensures that your association's website remains the property of the community itself, designed to survive transitions in Board leadership or property management companies. This continuity guarantees that your digital presence remains stable, secure, and fully under community control.

**It is critically important that the association owns the domain name.** Ownership of the domain ensures smooth future transitioning, whether to new Board members, property managers, or service providers. By securing the domain in the association's name, the community retains full control and avoids disruption in access or management.

**A dedicated website empowers the association.** It provides a central hub for communication, transparency, and engagement. With unlimited postings and email blasts, the association can quickly inform residents, share updates, and foster stronger community involvement. This empowerment ensures that the association has the tools to lead effectively, regardless of changes in leadership or management.

**The website will also serve as the official depository of association documentation — now and in the future.** Governing documents, meeting minutes, financial reports, and other records can be securely stored and accessed, ensuring continuity, compliance, and transparency across leadership changes.

## Our Commitment

MSWebservices will:

- **Host, maintain, and support** a dedicated community website.
- **Acquire and manage the domain name** and set up hosting on our GoDaddy platform, with ownership vested in the association.
- Transfer or redirect any existing domain to our management system for seamless integration.
- **Build a responsive website** compatible with PCs, tablets, and mobile devices.
- Ensure the **domain name and website content remain the property of the association.**
- Provide an **SSL Security Certificate** for secure browsing.
- Deliver professional drone images to enhance the website's visual appeal.
- Incorporate an existing association logo or design a new one.
- Guarantee compliance with **HB 1021** regarding required postings.

## Professional Team Advantage

Our services are uniquely strengthened by the expertise of our staff:

- A **current and past HOA and COA Board Member**
- A **Florida Certified Community Association Manager (CAM)**
- A **graphic web designer** for polished, professional presentation
- A **professional drone photographer** for high-quality imagery

This combination of community governance experience and technical skill ensures that your website is not only functional and compliant but also visually engaging and strategically managed.

## Website Structure

### 1. Public and Private Sections

- Public section: Information defined by the Board and Property Manager.
- Private section: Accessible via a single username and password, with content defined by the Board and Property Manager.

### 2. Unlimited Postings & Email Blasts

- Utilizing **Constant Contact**, all postings and email blasts.

### 3. Documentation Repository

- Secure storage of governing documents, meeting minutes, financials, and other association records.

## Terms of Service

- **One-year commitment**, renewable annually on the effective date.
- **\$1500 first year**: Includes new website setup and full webmaster service.
- **\$1090 renewal cost** on the first anniversary.
- **Payment Terms: 50%** deposit with order, 50% upon website launch.

## Additional Services (Optional)

- a. Dedicated website email address (e.g., President@yourwebsite.com): \$120 annually per address.
- b. Customer online submittal forms: \$75 each.
- c. Electronic Voting/proxies via Adobe Echo sign.

Proposal Date: 3-10-26.

Association: Quattro at NS.

Name/Title: Maria Ivanovich

Signature: M. Ivanovich

Effective Date of Agreement: **17Dec25**

**MSWebservices / Mike Shields**

Michael W. Shields