ORGANIZATIONAL GUIDELINES AND BY-LAWS OF THE
MOUNTAIN VIEW TECHNOLOGY COMMITTEE

Article I: Name

Mountain View Technology Committee

Article II: Purpose

The purpose of this committee is to provide, develop, and maintain all technologies of the Mountain View Home Owners Association in an operational mode for the use of all Mountain View residents.

Areas of responsibility consist of, but are not limited to:

- Community Website
- Community Email
- Community Directory
- Computer equipment
- Networking equipment
- Audio/visual equipment
- Electronic equipment

Care and Services in above areas consist of, but are not limited to:

- **Community Website** – Maintain the Mountain View Website and post information important to the community. (See Note below for more details.) Besides a Production Website, there is a Test Website which is used for testing and validating changes and postings before moving them to production. The test website is also used for backup.

- **Community Email** - Provide and maintain email services and maintain email addresses of the community residents.

- **Community Directory** – Provide and maintain a database of resident information used to print a Community Directory periodically. Database also contains other important information such as mailboxes, landlords, offsite addresses, move-in status to support the Welcoming Committee, and liability waiver statuses.

- **Computer equipment** – Maintain Clubhouse Office/Library Computer equipment which includes the computer, keyboard/mouse, monitor, printer, and NAS (Network Attached Storage). Maintenance includes keeping the computer and NAS up to date with the latest firmware, software, and operating system updates, providing a repository for important community documents, and replenishing supplies such as toner and paper.

- **Networking equipment** - Maintain clubhouse networking equipment which connects to the internet service provider. This includes routers, Wi-Fi services, Wi-Fi extenders, and network connections to other clubhouse services such as FOB, cameras, and audio/visual.

- **Audio/visual equipment** - Maintain clubhouse audio/visual equipment. This includes TV's, receivers, Blu-ray/DVD players, microphones and speakers.

- **Electronic equipment** - Maintain electronic equipment, including thermostats, FOB system, and cameras. Support of this equipment includes dealing with technical issues, providing internet access, and anything else that is required to keep the equipment working properly.

Proposal – February 18, 2022, Approved March 23, 2022

Community Website Note: Postings to the website include:

- Monthly and special HOA Board Meeting Minutes and Highlights
- Monthly Newsletter/Calendar/Events
- HOA Messages
- New or updated CC&R's and Rules and Regulations of the HOA and various committees
- Committee reports

Article III: Membership

Committee membership shall consist of three or more resident homeowners appointed by the Association Board of Directors. One committee member shall serve as committee chair. Another committee member may optionally serve as vice-chair. The committee shall have an HOA Board liaison. If no committee chair or vice-chair is available, the liaison may serve in that role. The committee may optionally have a secretary. The secretary shall be a member of the committee.

Article IV: Meetings

Monthly meetings shall be held on the date and time designated by the committee. All meetings will be open to all residents. A Technology Committee Report will be presented at the monthly HOA Board Meeting.

Article V: Responsibilities

The following is a list of the responsibilities of the Technology Committee:

1. Provide and maintain the technologies and information as expressed in Article II, above.

2. Assist committees and members of the community in the use of the equipment which they are authorized to use.

3. Maintain an awareness of the latest technologies which would apply to Mountain View and make appropriate recommendations to the HOA Board for their approval and implementation.

4. Provide ongoing training of Technology Committee Members.