Website Committee Duties and Responsibilities

The Waters at Lake Anna Homeownerôs Association Website committee is established by the Board of Directors under the powers and duties delineated in the Associationôs Bylaws, Article IV, Section 4.14. The committee operates only at the direction of the Board, shall not have the authority of the Board of Directors, and shall not have any powers of the Board. The Board may direct the committee to take specific actions on an ongoing or *ad hoc* basis.

Duties and Responsibilities of the Website committee are as follows:

- The committee is responsible for all internet and website updates and requests for such.
- This group interacts with the hosting company or companies and provides updates as required.
- The committee maintains the office equipment and internet functions for security systems, cyber security programs and alarm systems of the Association.
    - In addition, maintain/renew all computer programs in use by the office (MS products, Quick Books, é)
- As new digital/electronic/functionality feature requests are received, the committee evaluates the ability of such to be implemented and reports their findings.

Effective 28 January 2023