



Website Policy

Purpose:

The Kehalani Community Association Website has been updated to provide a convenient and useful online communications tool for the residents of the Kehalani Community Association.

Overview and Guidelines:

The Website is a means for the Board of Directors (BOD) to communicate with the residents of the Kehalani Community Association (KCA) regarding matters of importance to KCA residents such as KCA organizational structure, Board of Director updates, BOD and Neighborhood Representatives meetings, KCA projects, rules/regulations, financial information, and calendar of notices, neighborhood activities, and community events.

The website will not contain information or content that:

- represents **personally identifiable information (PII)**, or sensitive personal information (SPI), as used in information security and privacy laws, is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.
- violates generally accepted privacy standards;
- violates any laws or regulations including but not limited to any laws for the protection of intellectual property;
- is political in nature;
- is offensive to individuals or organizations;
- promotes any commercial businesses or organizations;
- is misleading, inaccurate, or subjects KCA or its Board, home/unit owners, residents, or managing agent to legal action; and/or
- violates adopted KCA Board of Directors standards.

Access and Security:

The KCA website will include an all access *General Section* (which can be viewed by residents and non-residents) with basic information about the Kehalani Community Association and its sub-communities.

The website may also contain a restricted access *Private Section* with information specifically intended for home/unit owners and other residents as appropriate. The Private Section will be password protected, accessible only by individuals who have requested and received a distinct password as assigned and approved by the KCA Board of Directors or their authorized agent. The KCA Board of Directors have the sole power and authority to determine who shall have access to secured pages on the KCA Website. At any time, for any reason, and without prior notice, the Board may suspend access of the Private Section for any user.

All personal home/unit owner and resident information (addresses, phone numbers, and email addresses) shall be restricted to the Private Section only and will only be displayed if the individual has expressly agreed in writing that such information may be shared on the website. The website will comply with the terms of the KCA Privacy Policy, which will be posted on the website.

Maintenance and Administration:

The Website will be developed and managed by a professional Website Manager and updated monthly. The Board and the Website Manager will endeavor to keep the website as safe as possible from hacking or unauthorized access. Due to security and safety concerns, the website will not be interactive (i.e. user comments or questions shall not be permitted), and financial transactions shall not be permitted. Persons that wish to communicate with the KCA management or the Board shall do so via email or phone communications. Contact email addresses and phone numbers will be provided on the website. The Website Manager will provide and implement a reasonable backup system to preserve the website in the event of software or hardware failures. All website changes, except for minor or typographical corrections and general updates to existing content, must be submitted in writing to and approved by the KCA Board of Directors.

Future Expansion/Improvements:

At some time in the future and as technology improvements become available, the KCA BOD may add to the website as may be deemed proper and necessary, including but not limited to, modifications related to security, format, software, interfaces, templates, tools, and navigation aids.

ACCESS AREAS:

General Section:

- Introductory Information
- Welcome to KCA and its communities
- General Community News (non-proprietary)
- General Community Information
- Links to KCA sub communities' websites

Private Section: Owners (Password Protected)

- Calendar
- Minutes
- Financials
- House Rules
- Governing Document
- Neighborhood representatives Meeting Dates
- BOD Meeting Dates

Private Section: Board Members (Password Protected)

- Meeting Dates and Information
- Calendar of Events
- Executive summary reports of Board Meetings
- Monthly Financial Report Summaries
- Other Appropriate Items