



HOA Website Intake Form

1. Association Information

- a. Name of Association
- b. Your Name
- c. Your Email
- d. Physical Address of Association – We use an address in the community to see if the community has an entrance sign. If it does, we remake it as a “logo” for the website. You can also just email us a picture of the sign if you do not want to put an address in.

2. Website Layout Options (please select one)

The Templates we use for the websites can be found here:

<https://www.hoamanagement.com/free-hoa-website/>

Please select by saying the number of the template you would like (1-10).


We will confirm this with you before we start building it out.

Please note that the websites above are for general layout purposes only and that the colors and images can be changed to reflect the community’s needs.

3. Pages

Please select all the tabs you would like on your website.

These are the tabs/links that will be located in the navigational bar.

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- A large, light blue watermark of the HOA MANAGEMENT logo is positioned in the background, behind the list of pages. The 'O' in HOA is a large circle with a dot, and the word MANAGEMENT is written in green below it.
- About Us
 - Calendar
 - Committees
 - Governing Documents
 - Forms
 - Contact Us
 - News and Events
 - FAQ
 - Events
 - Board Members

MANAGEMENT

- Amenities
- Other (please describe)

4. Domain

Do you currently have a domain name? If so, please provide the domain name and administrator name, email address and phone number. If not, you will need to purchase one. Because we will be hosting the site we will need to point the domain to our server. If you do not wish to share the following information, we can walk you through this process of updating the domain's DNS.

- a. Domain Name:
- b. Administrator Name:
- c. Administrator Email:
- d. Administrator Phone Number:
- e. Administrator Login Username:
- f. Administrator Login Password:
- g. If you do not have a domain name currently, any suggestions? We will search for a domain name and submit to the board for approval.

5. Images and Additional Content

When thinking about your community website please try to have unique content that tells visitors about your community. For example, if you choose to have an About Us page a little information "about" the community is needed. We can use stock images when completing a site but if you would like to have pictures of your community please be sure to attach them when submitting this document.

This should be emailed to ideas@hoamanagement.com and not inserted in this PDF.

6. Additional Notes

Please use this section to add notes about color scheme you would like, additional information about the community, or additional functionality required. There is a hosting charge with this, and we will need to have a credit card on file to process the hosting payments.

