

WHOA Webmaster Agreement
Christopher Erwin
&
Woodlawn Heights Owners Association, Inc.

Effective Date: July 1, 2024, until Jan 1, 2025, and continues from year to year unless cancelled by either party as per the contract.

The purpose of this agreement is to set forth the terms and conditions under which Chris Erwin will provide webmaster services using HOA Express to Woodlawn Heights Owners Association during the effective time period stated above.

The Contractor Chirs Erwin agrees to perform the services as outlined as follows:

1. Reorganize the website to make access to current and archived information easier for the user.
2. Maintain the WHOA website Woodlawn Heights HOA using the tools provided by HOA Express by uploading documents and records, announcements, to the website both in the public domain areas and in the non-public domain areas of WHOA members only access.
3. Upload announcements from the President and other WHOA Board members.
4. Maintain and upkeep the mailing directory for mass emails to WHOA members.
5. Send announcements and other information to the WHOA members via email blast.
6. Update the weekly calendar
7. Any other tools that the WHOA Board might want to use that is available from HOA Express or from the WHOA Board of Directors
8. Any other maintenance activities that might be required to keep the website functional.

WHOA Board of Directors agrees to pay Christ Erwin \$100 per month for the months of July, Aug, and Sept and \$50 per month afterwords.

Both parties reserve the right to cancel this agreement with 30 days' written notice. If the contract is cancelled by either party, any monies owed Christ Erwin will be calculated on work performed on the above schedule and any monies owed will be paid by WHOA.

Date:

Sign: Deny Millor 7/17/24

President, WHOA Board of Directors

Vendor Sign: Chris Erwin 185UL24