OVERVIEW OF THE FCHOA WEBSITE

1. The Navigation panel located at the top of the FCHOA Home Page is divided into six sections. The “Home,” “About Us,” “Contact Us,” and “Site Search” sections are open to the public. The “Residents” and “Association” sections are limited to FC residents who have registered, established their FCHOA profile, and received a password.

2. If you have registered for the FCHOA website, select “Login” at the top right of the Home Page to process your login or just choose the “Remember” feature to stay logged in.

3. If you have not yet registered, select “Register” at the top right of the Home Page to establish an account. Fill out the form and submit.
   a. The “Directory Option” section allows you to select which items in your profile are displayed (please bear in mind that only registered FCHOA members can access the website directory). Caution: If you mark “Show Profile” as “no,” your entry will not be displayed on the Website Directory.
   b. The “Your Information” section is the primary user’s information.
   c. The “Second Resident's Information” can be used for a spouse or partner if that person does not want to have his/her own profile on the website.
   d. “Children’s Information” and “Other Details” can be filled in if you desire.
   e. You will need to enter the “Verification Code” as listed beside this box; then click on the “Submit” button.
   f. Your request will be reviewed to ensure that you are a FCHOA homeowner or resident. Your password will be sent to your email account. With your email address and password, you can use the “Login” option at the top right of the Home Page to access all the contents of the website.
4. The following is a brief look at each section found on the website:

a. Home

1) Home Page

   - Header contains rotating pictures of the community.

   - The main section of the home page contains the following sections: About Us (a brief introduction to Ford’s Colony with a link to the detailed About Us section), Announcements (items of general interest to FC residents), Sponsors (with links to the sponsors’ websites), Calendar (HOA Board & Committee meetings, activity and room assignments), News (gives the information communicated in colony-wide emails for residents), and Upcoming Events (for Clubs and Activities with a link to additional information on all pending events).

b. About Us

1) An overview of the Ford’s Colony community and its environs.

2) Area Guide - links to information on the following local features:
   - Ford’s Colony
   - Interest Groups
   - Local Entertainment
   - Local Government
   - News Sources
   - Safety/Security
   - Schools
   - Utilities
   - Williamsburg Area Visual and Performing Arts

3) Business Directory - paid advertisements from companies advertising in the Talk of the Colony magazine.

4) Calendar – scheduled times and meeting places for a number of clubs and activities.

5) Classifieds – items and services for sale with guidelines for submission by residents and non-residents.

6) Clubs & Activities – list of approved clubs and activities with a brief description of purpose and meeting times, with links to some individual websites and information pages.

7) Energy Conservation – links to websites with information on conserving energy.

8) Ford’s Colony Country Club (FCCC) - link to general information on the FCCC website.
9) Homes for Sale - homes for sale within Ford’s Colony with guidelines for placing a listing.

10) Info on Aging Services - a wide range of information about available services for older members of the community.

11) Local Schools – links to websites of elementary schools, high schools, colleges, universities, and lifelong living organizations.

12) Moving Here – a summary of information useful to prospective buyers and realtors about Ford’s Colony and the community at large, including a number of Ford’s Colony Home Owners Association documents relating to governance, policies and guidelines.

c. Residents

1) Ask for Maintenance - report or check the status of a maintenance issue.

2) Directories - member directories, street directories and a Ford’s Colony map.

3) FAQ’s - questions and answers on a variety of germane topics: FCHOA Website; Talk of the Colony; Community Services; Living in Ford’s Colony; and Security.

4) Forms - gate request, house check, Colony Kids registration, mailbox order, resident update, volunteer registration, and ARC forms.

5) Colony Kids – information on Colony Kids with links to contacts for events, events listing, activities, schools, Williamsburg for Kids, and pictures of past events.

6) Message Boards – ask or respond to questions on a variety of topics.

7) Photo Albums – photos on a variety of Ford’s Colony themes.

8) Talk of the Colony – information on submitting article upcoming events and copies of the latest 13 issues of the monthly magazine.

9) Useful Info – other information of general interest for residents.

d. Association

1) Admin Contacts – Member Directories, including FCHOA administrative contacts, FCHOA Homeowner Directory, Website User Directory, and some club membership lists; Street Directories, including driving directions; and a Ford’s Colony map.

2) ARC - requests for new construction, additions, modifications and their status updated weekly.

3) Covenant Concerns – a form for residents to report issues regarding compliance with FCHOA covenants.

5) Governance - committee charters with links to meeting minutes.

6) Meeting Minutes - meeting minutes from Board of Directors, standing and ad hoc committees, and sub-associations.

7) Pay Assessments – assessment amount and link for direct payment of HOA assessment.

8) Volunteer Info – how to volunteer for Board of Directors, current committee openings, and an outline of committee responsibilities.

e. Contact Us

   1) Provides a form to submit thoughts, questions and suggestions to various FCHOA contacts available on a drop down menu.

f. Site Search

   1) Provides a word search capability to find specific word(s) within sections/documents on the website.