

The purpose of the website is to have a place where cabin owners and other interested parties can obtain basic information quickly and easily without having to wade through long run-on articles, old information and outdated posting.

The main pages of the website are listed as main topics in this outline. There are three sub-topic pages that will be accessible and referenced from other pages: [Financial Information](#), [Archives](#), [Committees](#).-they are referenced in same colored highlighter –both MCSHA and Water Co. info will be on the same archival pages. All documents will be in [downloadable .pdf](#) format. The handbook will be available as a .pdf and more online user friendly. [Active forms](#) are highlighted in pink.

Nothing needs to be posted on every single page, referenced articles (.pdf) can be posted more than one time.

- 1) Welcome (Home)
  - a) Events (CURRENT announcements, Agendas only posted until meeting date)
  - b) In the Area (currently called Resources) Links
  - c) Site Map
- 2) Community
  - a) Bulletin Board –all posts go through board, max time up 2 months. Can include advertisements for local tree, fireplace, septic services.
  - b) Facebook Link
  - c) Mill Creek History Link (change reference from the History Project).
  - d) Area History Links
- 3) MCSHA Board
  - a) Members & Contact Information (maybe smaller) Photo, e-mail, phone #. May need to list Director’s address to be in compliance with new by-laws.
  - b) Current Meeting information –agenda to be posted until meeting date, then the minutes can be posted to be archived at the date of the next agenda.
  - c) Legal Documents (link from this page, to include:)
    - i) Articles of Incorporation -.pdf
    - ii) Bylaws.-pdf
    - iii) CC&Rs.-pdf
      - (1) [Link to Homesite Complaint Form](#)
      - (2) PDF version of Homesite complaint form
      - (3) Link to ARC
  - d) Assessment Procedure
  - e) Lien Procedure
  - f) [Minutes Archive](#) –all .pdf format
  - g) [Annual Minutes Archive](#) –all .pdf format
  - h) [Financial Information](#) –link to page with information:
    - i) Our current dues amount
    - ii) Our accountant contact information
    - iii) Current Budget .pdf
  - i) [Committees](#) –listed by topic, Committee chairs list with contact information (name, e-mail, phone)
  - j) [Request for Directory](#). Direct e-mail link form to secretary of association. Needs disclaimer that says “ only distributed to cabin owners, please list cabin number and all regular contact information.

- k) **Request to update Directory** –Direct e-mail to secretary of association. Should ask for cabin #, name(s), primary address, e-mail, phone, cabin phone, reason for change.
- 4) Mill Creek-Lassen Water Company
  - a) Members and Contact Information (photo, e-mail, phone)
  - b) Legal Documents
    - i) Articles of Incorporation -.pdf
    - ii) Bylaws .pdf
  - c) Agenda/Meeting date to be posted until the meeting, then the minutes will be posted until the next agenda is posted
  - d) **Water Co Minute Archive** .pdf
  - e) **Water Co Annual Meeting Archive** .pdf
  - f) **Financial Information for Water Co**, can be directed to the same page as the MSCHA board.
    - i) Current Dues
    - ii) Assessment Information
    - iii) Current Budget .pdf
- 5) Architectural Reviews & Committee
  - a) Description of committee duties
  - b) Members & Contact Information- same as for boards, photo, e-mail, phone
  - c) Description of procedures for cabin owners
    - i) **ARC Application online form**
    - ii) ARC Application .pdf
  - d) Resources
    - i) CC&Rs .pdf
    - ii) CDF Forest Service Handbook – link
    - iii) Approved Products -.pdf
    - iv) CA Building Codes - .pdf
    - v) Approved Colors for Cabins pdf
- 6) Mill Creek Summer Homeowners Basic Information (Handbook)
  - a) Available as a .pdf download.
  - b) Reorganized to be online friendly (not run on single page)
  - c) Resources –updated
    - i) Chimney, Electrical, Plumbing, Pest
    - ii) Groceries, Restaurants, Lodging
    - iii) Septic and Propane Services
    - iv) Tree Removal Services.
  - d) Emergency Numbers moved to the side bar or the top of the page

Format will be the same for Water Co. & MCSHA, if we combine the boards we can use a single page for that information.