

# Executive Summary Report for Web Services

## Prepared by Woods Edge Section 3 IT Committee

June 24, 2020

### Executive Summary

Woods Edge has maintained the website [woodedgeestates.org](http://woodedgeestates.org) for a number of years to disperse information to the residents, provide resources for for the neighborhood and the HOA's, and meet legal requirements of the Texas Property Code for the three HOA's in Woods Edges Estates. The HOAs of Woods Edge (1 for each section) have historically shared the cost of the website. In June of 2019, Section 3 commissioned DonDulin.com, LP to create a new website [woodsedge3.com](http://woodsedge3.com) for Section 3 only. Section 3 was solely responsible for the full cost of the new website. After 9 months, concerns arose concerning billing and costs associated with the new website. On May 2, 2020, DonDulin.com, LP terminated the web hosting contract effective June 1, 2020. On May 3, 2020, the Board met in an emergency meeting and created an IT Oversight Committee consisting of five residents. The committee will audit the existing contract and oversee and facilitate the seamless transition to the new website on or before June 1, 2020.

The IT Committee was requested to review both websites and the associated costs. This report is the result of that review.

### Summary of Charges for woodsedge3.com

The committee reviewed the May 15, 2019 "Proposal for Woods Edge Estates Section 3" prepared by DonDulin.com, LP and the subsequent invoices for June 2019 through May 31, 2020. After a review of the documents and supporting email messages dated October 30, 2019 and April 29, 2020, the committee found several discrepancies between the May 2019 quote and the amounts invoiced.

- Based on the proposal, the amount quoted for the first year should be \$2,200.
- A message dated Oct. 30, 2019 stated DonDulin.com, LP discounted his fee and donated \$975 of the design fee, resulting in an adjusted first year quote of \$1,225.
- Woods Edge Section 3 has been invoiced to date for \$1,722.
- The amount invoiced is \$497 over amount proposed.
- To date, \$1,518 has been paid.
- The amount paid is \$293 over the amount owed of \$1,225.
- An October 2019 message stated that the recurring annual costs for the website would be \$916 annually.

The committee's conclusion is that Woods Edge Estates Section 3 has to date overpaid \$293 for the website services. The second year costs would be \$916.

<b>First year Summary</b>	
Quoted	1,225
Invoiced	1,722
Paid	1,518
Over Charge	(497)
Over Payment	(293)

## Summary of Charges for woodsedgeestates.org

The committee reviewed the receipts for woodsedgeestates.org. The committee found that the services for hosting and the domain name services were paid in advance in 2018 and shared with the other sections of Woods Edge Estates.

- The design, development and maintenance for the website are donated at no charge.
- Web hosting services were paid in advance for 3 years through April 10, 2021 at a total cost of \$251.64. The cost is equally shared by the 3 sections at \$27.96 per year, per section.
- Domain name services, including Whois guard, were paid in advance for 5 years through Feb. 26, 2023 at a cost of \$68.75. The cost is equally shared by the 3 sections at \$4.58 per year, per section.

The committee's conclusion is that the recurring cost of the website services of woodsedgeestates.org will be \$32.54 per section per year.

2018 - Paid in full in advance		<b>Annual Total</b>	<b>Section 3 Share</b>	<b>Paid</b>
<b>2020</b>	Design	\$0.00	\$0.00	
	Hosting	\$83.88	\$27.96	\$27.96
	Domain Name & Whols	\$13.75	\$4.58	\$4.58
	<b>Total</b>		\$32.54	\$32.54

## Supporting Information

The table below details a summary of transactions with DonDulin.com, LP.

Quarter	Service	Quoted	Invoiced	Discrepancy	Paid
Jul 2019	Design	\$975	\$975	\$0	\$975
	Hosting		\$75	(\$75)	\$75
	Domain Name	\$25	\$5	\$20	\$5
	Mail License		\$55	(\$55)	\$55
	Total	\$1,000	\$1,110		\$1,110
Oct 2019	Design	\$0	\$0		\$0
	Hosting	\$75	\$204	(\$129)	\$204
	Domain Name			\$0	
	Total	\$75	\$204		\$204
Jan 2020	Design			\$0	
	Hosting	\$75	\$204	(\$129)	\$204
	Domain Name			\$0	
	Total	\$75	\$204		\$204
Apr 2020	Design			\$0	
	Hosting	\$75	\$204	(\$129)	
	Domain Name			\$0	
	Total	\$75	\$204		\$0
Total thru May 31,2020		\$1,225	\$1,722	(\$497)	\$1,518