

Hilltop Farms Homeowners Association

Review & Advisory Committee member signup form

Dear Hilltop Farms Neighbors,

The Board of Trustees of Hilltop Farms seeking volunteers to serve as advisory committee members on the following committees:

- i. Design Review & Advisory Committee(DRC)
- ii. Landscape Review & Advisory Committee(LRC)
- iii. Snow Plowing Review & Advisory Committee(SRC)
- iv. Finance/Investment/Insurance Review & Advisory Committee(FRC)
- v. Website\News Letter Development Committee(WDC)

The Board needs your help to establish the above committees to review and recommend dealing with specific issues. If you are interested, please register your name, address, and contact information and email address with your interest of the committee you wanted to be part of. The Board of Trustees will make all decisions in accordance with The Hilltop Farms Condominium Rules and Regulations and By-Laws (Condo Documents).

Committee's responsibilities:

As a Committee, the Board expects the following:

- Committees should be made up of approximately three members with a chairperson to be selected by the individual committees
- Review and make recommendation on specific issues that Board has requested.
- Committees may be merged if they don't have sufficient numbers of volunteers.
- Committees should meet on a regular and/or as needed basis.
- Self nominate to the committee's that you are interested.
- The suggested list of duties is not all-inclusive and input is requested from committees for scope of committee duties.
- Please write one paragraph describing your particular area(s) of expertise and the name of the committee you would like to work on.
- A word of caution:
 - If, for example, you own or have a close relative that owns a landscaping company, please do not self-nominate for the Landscape Committee if you or your relative intends to bid on The Hilltop Farms Contract!
 - The same word of caution goes for all the other committees overseeing contracts.

Write one paragraph describing your particular area(s) of expertise and the name of the committee you would like to work on the attached Review & Advisory Committee signup form. Complete the form with the committee that you are interested; and completed forms should be mailed to Continuing Care Management, 1 Lyman Street, Westborough, MA 01581.

We further ask that each unit owner please read the Condo Documents before making requests. We look forward to helping make our community a beautiful and fun place to live with your input and assistance.

Thank you
Board of Trustees of Hilltop Farms

Committee functions and details:

Design Review & Advisory Committee:

The committee to review existing plan and make sure builder completes the development of the community according to the town plan.

- Review requests and make recommendations to the Board for any exterior changes to individual units. The purpose of this committee is to ensure consistency in esthetics and approvals (i.e., storm/screen doors, satellite dishes, parking etc)
- Review and report all matters related to the Rules and Regulations and the By-Laws of the Hilltop Farms Condominium Association.
- Review and make recommendations to the Board regarding changes to, additions or removal and enforcement of these documents.
- Make recommendations regarding all matters related to trash removal and recycling
- Review all specifications prior to release for bid and review all bids received for trash removal and recycling prior to award being made
- Walking trail maintenance

Landscape Advisory Committee:

The committee to review all matters related to landscaping of the common areas. Included but not limited to be:

- The landscape budget, the annual landscapes contract, the sprinkler systems and changes or improvements to the landscaped common areas. (For example, requests for the addition of various plantings in front or in back of units, decorations and benches on front steps, lighting and handicap access at mail boxes, etc.).
- This committee would also review all specifications for landscaping prior to release for bid and review bids received prior to contract award being made. The committee will review and monitor contractor's performance for adherence to contract specifications.

Snow Plowing Advisory Committee:

The committee will review and make recommendations regarding all matters related to snow plowing and removal.

- Review all specifications prior to release for bid and review all bids received for snow removal prior to award being made.
- Review work performed for compliance to contract specifications.

Finance/Investment/Insurance Review & Advisory Committee:

The committee to oversee the operating budget for The Hilltop Farms Homeowners Association (HF-HOA)

- Work in conjunction with committees overseeing specs/bids for landscaping, snow removal, and trash removal and recycling.
- Review and make recommendations on Investments and Insurance.
- Review and make recommendations regarding the budget, bookkeeping, accounting, auditing, investment strategies, insurance coverage and other related matters.
- Review Association documents

Website Development & Advisory Committee:

The committee to develop and maintain The Hilltop Farms website

- Post current information from the Board of Trustees, upcoming activities, welcome new residents, and maintain a current resident directory (to be password protected).
- Publish newsletter (Quarterly basis, this would change based on the committee considerations)
- The committee would meet on a regular or as needed basis.

Review & Advisory Committee signup form

First Name: _____ Last Name: _____

Address: _____

Email: _____

Phone (Daytime): _____ Phone (Evening): _____

Preferred method of contact: Email Phone

I am interested in:

- Design Review & Advisory Committee (DRC)
- Landscape Review & Advisory Committee (LRC)
- Snow Plowing Review & Advisory Committee (SRC)
- Finance/Investment/Insurance Review & Advisory Committee (FRC)
- Website/News Letter Development Committee (WDC)

About my self:

< Please write one paragraph describing your particular area(s) of expertise >

Disclaimer: I understand that this is a volunteer position, and I can withdraw at any time.

Name: _____

Signature: _____

Date: _____