

Hilltop Farms Condominium Trust

Annual Homeowners Meeting – 2024



By the Board of Trustees &
BRIGS LLC

Hilltop Farms Condominium Trust

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The rules for the ZOOM portion of the meeting are:

1. All phones and computer audio will be muted.
2. Questions:
 - a. If you have a question, this should have been sent to Ed Sellers prior to 4/24.
 - b. In the open forum, questions will be answered that were submitted in advance to the meeting that pertain to the community.
 - c. Further questions for the open session, if time permits, can be sent via the ZOOM chat with your address and we will open your portal for the question in some order, to be decided.
 - d. Those that want to ask a question must state they have a question on chat and have their video on so community can see who questioner is.
3. Not all questions, either submitted or asked, during forum may be answered during the meeting, some may require research. These will be answered after the meeting and mailed to the community.
4. Please be respectful of all participants in the meeting. Participants may be removed for unacceptable conduct or not following the above rules.

We appreciate your patience while we perform our Virtual Annual Meeting & Voting.

Agenda

Establishment of Quorum

Welcome & Introduction

Trustees Report:

- Operating Highlights & Achievements for 2023
 - ✓ 2023 Results & Achievements
 - ✓ 2024 Project plans

Community Management Report by BRIGS:

- Operating Highlights & Achievements

Financial Review:

- 2023 Year-End
- 2024 Budget

New Business:

- Election Result Announcement of two (2) Board Members

Open Forum – Questions & Answers

Adjournment

Welcome & Introductions

- Board of Trustees:
 - Hemant Pasala*: Board Chairman
 - Mark DeAngelis: Architectural Review Committee Chairman
 - Paresh Patel*: Secretary
 - Srikanth Gomattam: Treasurer
 - Ravi Kollepara: Board Member
- Nominees to the Board:
 - Hemant Pasala
- *Term expires today

Welcome & Introductions



- BRIGS LLC:
 - **Patrick Holland** – Associate V.P. of Condo Management – Patrick is a Portfolio Manager himself but also oversees the operations within the Condominium Management Department of the Holliston Office.
 - **Michael Grover** – Sr. Portfolio Manager – Awarded the AMS & CMCA certifications with C.A.I and was with the Hilltop Farms Community for nearly 4-years.
 - **Ed Sellers** – Sr. Portfolio Manager – Completed his first year with the Hilltop Farms Community and works closely with vendors and Board of Trustees to achieve the goals of the Association.
 - **Client Services at BRIGS** – This team receives calls and emails from residents of all communities managed by BRIGS and are able to assist with routine matters and basic questions. They help Community Managers stay informed and communicate activities along with projects happening in the communities. The Client Services Division is supervised and trained by Daniel Scarry.

Committee Members

- **Architectural Review Committee:**

Mark DeAngelis, Ken Mossman, Ravi Kollepara & Venugopal Nareddy

This group reviews interior modifications to the structure of the units and then advises the BOT on whether or not the proposed project should move forward or not. I.E finishing a basement.

- **Landscape Committee:**

OPEN POSITIONS AVAILABLE!!

This group helps organize and prioritize the various landscaping projects in the community and raise awareness to landscaping concerns and make recommendations to the Board of ideas and solutions.

- **Dog Bag Replacement Committee:**

Andrew Shilnikov

- **Maintenance & Repair Committee:**

Augustus Adams

Future Committees that need volunteers to help add value to the community:

- Newsletter
- Finance
- Planning

Architectural Review Committee Report

- The Architectural Review Committee – ARC- is intended to provide important information with regards to changes and/or modifications homeowners would like to make to their homes.
- There are restrictions and requirements detailed in the Master Deed that covers all dwellings at Hilltop Farms, any changes to your current structure requires approval.
- It is imperative that all homeowners understand this important process and how it impacts our community as a whole.
- Part of your condo fee currently pays for the homeowner's insurance policy that covers all of the buildings we live in against a variety of hazards.
- Therefore, any modifications to a dwelling unit that are not done according to all building codes, or contrary to Deeded restrictions, changes the risk profile and rating of our insurance policy which impacts our premiums.
- In addition, if modifications are performed without approval from the Board of Trustees it may impact your ability to sell your home because if the modifications do not meet building codes or are not allowed by the Deeded restrictions, the unit will have to be returned to its original condition prior to sale.
- Even if the modifications are found after the sale, unit owners may still be liable.
- It should be understood that your primary source for information on what you can and cannot do is in the Property Deed you received when you bought your home.

The Process:

- All requests must come through the management company, BRIGS LLC, and then on to the ARC for review and approval before sent to the Board of Trustees for final approval. All communication will be through BRIGS LLC, including the initial request and any subsequent communications.
- All requests are to be made through the owner's portal as an ARC Request.
- To ensure a timely response, please be sure to attach all pertinent documents, such as proposals, plans, drawings, COI's and permits with your submission. If you do not include the necessary documents, it will delay your approval, which will prevent you from starting your project on your target start date.

ARC: Deck Staining Responsibility – Why? Part 1

- Why is the responsibility of deck staining on the unit owners to have done?
- The main points, from the Hilltop Farms Master Deed are:
 - Section 5 where the Common Areas and Limited Common Areas are described and delineated.
 - 5.g specifically describes the Limited Common Area is reserved exclusively for that Units Owners use.

(g) Each Unit shall have as appurtenant thereto the right for residents of the unit and their guests to use the Common Areas and Facilities, as described in paragraph 6 hereof, in common with the other Units in the Condominium, except for the Limited Common Areas and Facilities described in paragraph 7 hereof which are reserved as exclusive easements for the use of the Unit to which such Limited Common Areas and Facilities appertain.

- In section 6 more details are here on what specifically the Common Areas and Facilities are.

6. Common Areas and Facilities.

Except for the Units and Limited Common Areas and Facilities as described in paragraph 7 hereof, the entire premises, including without limitation the land and all parts of all buildings and all improvements thereon, shall constitute the Common Areas and Facilities of the Condominium (sometimes hereinafter referred to as General Common Areas and Facilities to distinguish them from Limited Common Areas as defined in paragraph 7 hereof). These Common Areas and Facilities shall consist of and include, without limitation, the following:

- a. The land on which each of the Buildings is erected and all other land and improvements therein within the boundaries of the Property;
- b. All foundations, columns, girders, beams and supports;
- c. All exterior walls of the Buildings;
- d. Roofs, halls, corridors, stairs, stairways and entrances to and exits from the Buildings;
- e. All utility or other pipes, ducts, wires, chutes, cables, conduits and materials located outside of the Homes and all other mechanical equipment spaces;
- f. All tanks, pumps, motors, fans, compressors and control equipment;
- g. All streets and ways within the limits of the Condominium;
- h. School bus stop including appropriate signage and shelter;
- i. Two children's play areas and walking trails as shown on the plans;
- j. Vegetated buffer along the portion of the western boundary of the site near the Oakmont Farms Subdivision, as shown on the plans;
- k. Multipurpose recreation field and emergency access thereto as shown on the plans;

- l. All parking spaces (except the driveway parking spaces which are LCAF appurtenant to units);
- m. All site utilities and infrastructure;
- n. All other parts of the Condominium and all apparatus and installations existing in the Buildings or on the Condominium for common use or necessary or convenient to the existence, maintenance or safety of the Condominium;
- o. In general, any and all apparatus, equipment and installations existing for common use; and
- p. Such additional Common Areas and Facilities as may be defined in Massachusetts General Laws, Chapter 183A.

The Declarant has reserved the right pursuant to paragraphs 5(b) and 16 hereof to modify the boundaries of Units to be included in the Condominium as part of future phases, and such modifications may result in corresponding adjustments in the definition of the Common Areas and Facilities with respect to such Units. In such event, the amendments to this Master Deed adding such future phases shall specify in what respect the Common Areas and Facilities have been adjusted as to the Units involved.

Subject to the exclusive use provisions of paragraph 7 hereof, the restrictions set forth in paragraph 9 hereof and the reserved rights and easements set forth in paragraphs 10 and 11 hereof, each Unit Owner may use the Common Areas and Facilities in accordance with their intended purposes without being deemed thereby to be hindering or encroaching upon the lawful rights of the other Unit Owners.

ARC: Deck Staining Responsibility – Why? Part 2

- In Section 7 is the detail on what is specific to the Limited Common Areas and Facilities, and this is where the Decks, and other parts of the Unit are listed.

7. Limited Common Areas and Facilities. The following portions of the Common Areas and Facilities are hereby designated Limited Common Areas and Facilities (hereinafter sometimes referred to as “LCAF”) for the exclusive use of one or more Units as hereinafter described:

1. The deck attached to any unit is LCAF appurtenant to the Unit to which it is attached.
2. The steps, walkways and driveways leading to a unit is LCAF appurtenant to the Unit to which they lead.
3. The plantings and/or mulch beds immediately adjoining a unit is/are LCAF appurtenant to the Unit which they adjoin.
4. Any stoop or patio area to which a walkout basement leads is LCAF appurtenant to that unit.
5. Any heating and/or cooling unit, if located in the Common Elements adjacent to a Home and exclusively serving such Home, is restricted in use to the Unit Owner of such Home and shall be maintained and repaired by such Unit Owner at their sole cost and expense.

The Limited Common Areas and Facilities shall, however, be subject to the restrictions set forth in paragraph 9 hereof and to the reserved rights and easements set forth in paragraphs 10 and 11 hereof.

The Declarant has reserved the right pursuant to paragraph 16 hereof to assign the exclusive use of certain of the Common Areas and Facilities to such additional Units as may be added to the Condominium as part of future phase(s). Such assignments of Limited Common Areas may vary from the Limited Common Areas and Facilities assigned and described in this paragraph 7, and if such variation shall occur, they shall be specified in the amendments to this Master Deed adding such future phase(s).

ARC: Deck Staining Responsibility – Why? Part 3

- Finally in Section 9 is where it stipulates that the Limited Common Area Facilities shall be maintained by the Unit Owner.

9. Purpose and Restriction of Use.

The purposes for which the building and the Units are intended to be used are as follows:

- (a) The Home and area restricted to the Unit Owner's use shall be maintained in good repair and overall appearance and shall be used only for residential dwelling purposes. All affordable units must be owner-occupied.

Year in Review - Big Picture –

April 2023 through March 2024

- Accomplishments:

- Landscaping:

- Successful full season with Village Green providing the annual services.
 - Successful year with Irri-Tek who found more issues to the irrigation system and made numerous repairs.
 - For cost control, the association bundled minor irrigation repairs & service to occur during the monthly contracted system services. Any major issues, such as a leak, were repaired right away.

Year in Review - Big Picture –

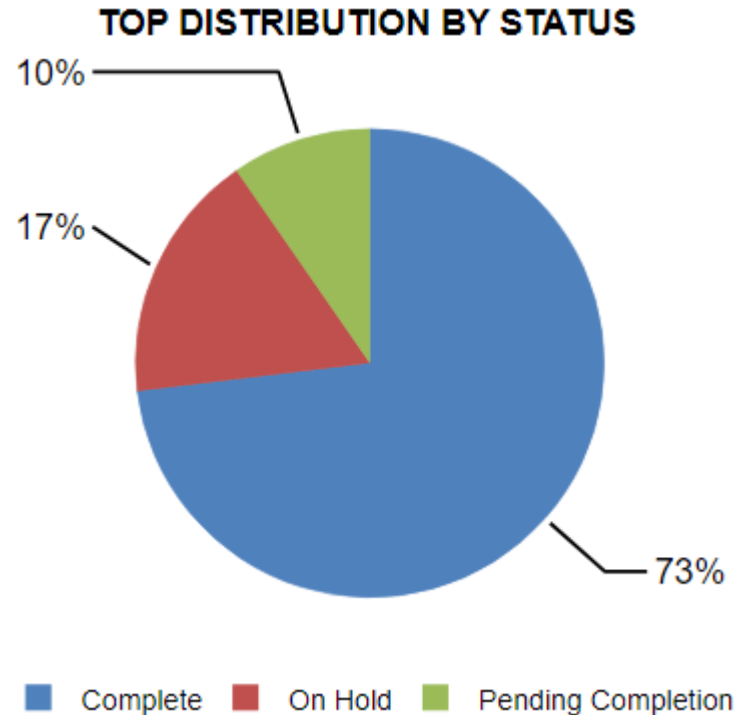
April 2023 through March 2024

- Accomplishments:
 - Buildings:
 - Successful 3rd year with Priority Fire & Security
 - Performed the 2023 annual fire alarm and sprinkler testing in applicable homes
 - Made numerous repairs to the alarm and sprinkler systems, and less than prior year
 - Continued performing deck repairs
 - Enforced deck staining to be done by owners to preserve the decks
 - Pride Exteriors made roofing repairs to stop leaks & inspections
 - Performed several iron railing replacements to the new style of railings, more to be done in 2024

Year in Review - Big Picture – April 2023 through March 2024

- **Accomplishments:**

- Continued progress on the work order backlog:
 - FY 2023 Work Orders Entered: 197
 - FY 2023 Work Orders Closed: 144
 - FY 2023 Work Orders Pending Completion @ YE: 53
 - This is made up on those pending completion, on hold & those waiting for estimates.
 - FY 2023 Work Orders Pending Board Review: 0



Future Goals and/or Projects

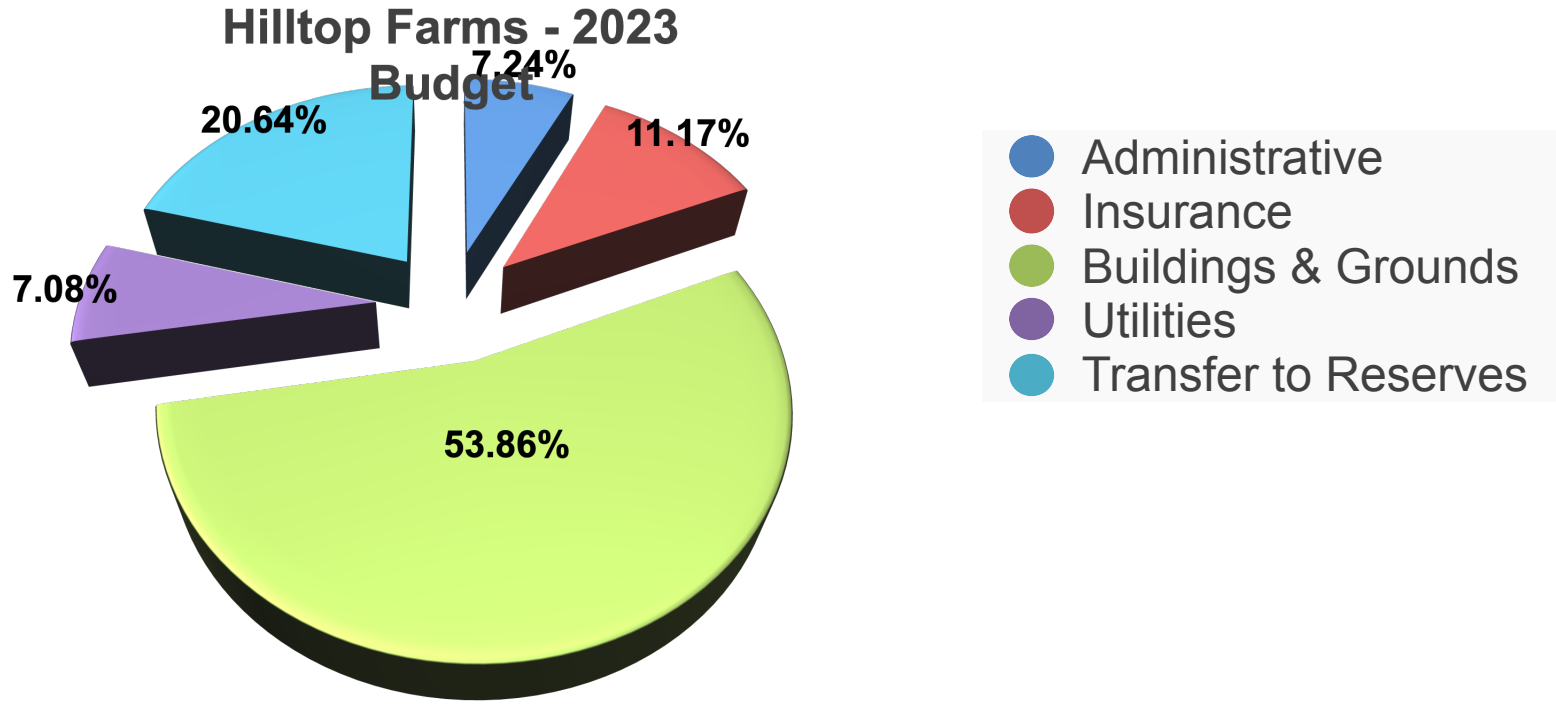
1. Continue to allow Village Green & Irri-Tek to perform the standard services and repairs via the Management Company.
2. Continue to complete the backlog of open work orders and service requests created over the past several years with approved contractors and budgeting guidelines from the Board.
3. Continue to drive homeowner use of the new Vantaca Web based web portal, for better and more efficient engagement with the management company.
4. Perform Garage Door Frame repairs
5. Paving projects
6. Replace a couple of driveways, make numerous patches to the asphalt and perform seal coating after crack sealing is done.



2023 Financial Details

- Operating Budget Allocated for 2023 was: \$1.13M
- Through December, total expenses were: \$992K
- Major contributors for the \$144K net savings in expenses:
 - \$172K saved in Snow Removal Costs
 - \$6K saved in pump station repairs
 - \$8K saved in electricity charges
 - \$5K saved in paving savings
 - \$5k saved in Pest Control
 - \$30K higher increased Water Expenses
 - \$26K in Extra Fire Alarm & Sprinkler Repairs
 - \$9K higher in Insurance costs
 - \$4K in extra Irrigation Repairs

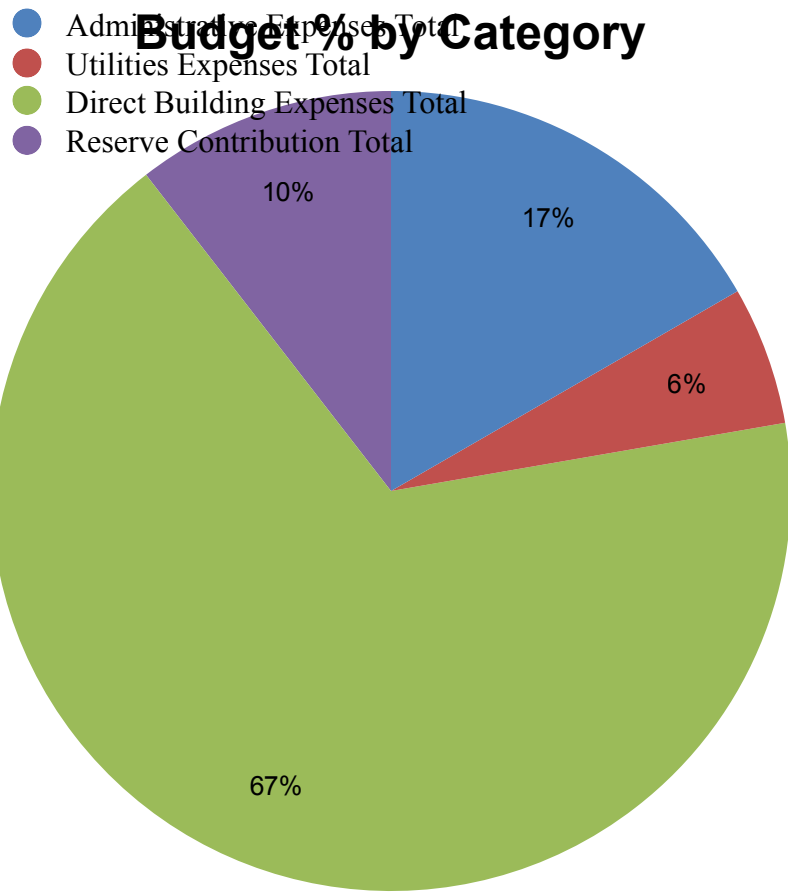
2023 Financial Results – Condo Fees



2023 Financial Details - Reserves

- 2023 Budget for Reserve Contribution was \$119K
- 2023 Actual Reserve Contribution was \$119K
- 2023 Expenses from Reserves were \$9.3K vs the \$45.8K Budgeted
- Some of the areas of reserve spend
 - Fire Sprinkler System Replacements – \$9.3K

2024 Financial Outlook – Condo Fees



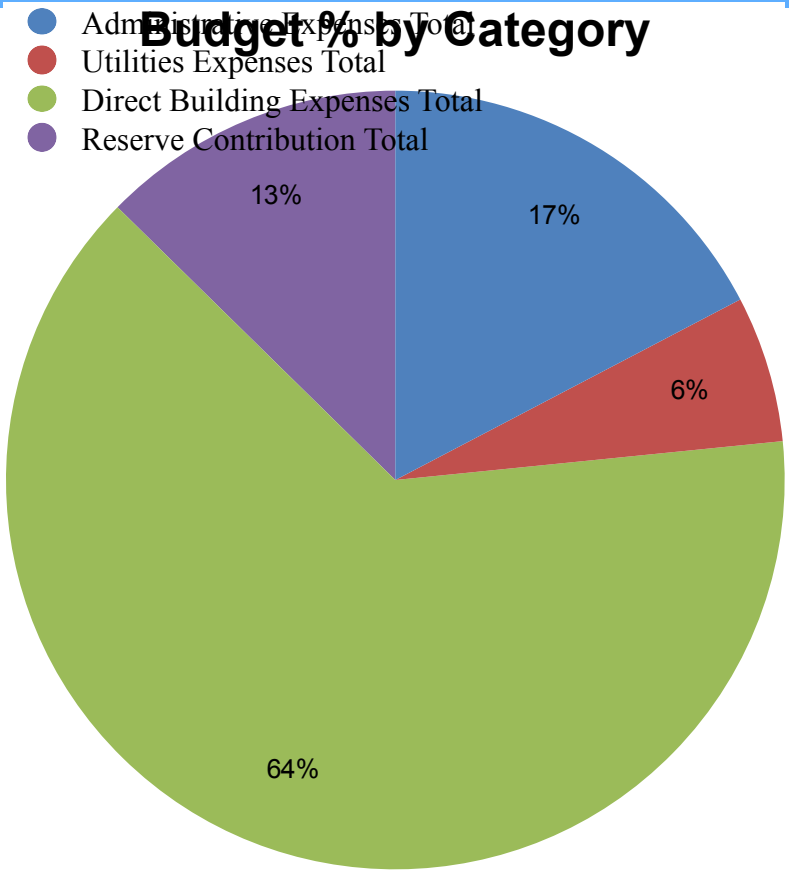
2024 Financial Plan

- The Budget for 2024: 1,209,784.62
- Includes funds for:
 - Insurance: \$133K
 - Water for Irrigation: \$55K
 - Pest Control: \$16K
 - Sprinkler system repairs: \$11K
 - Roof & Gutter repairs: \$17.5K
 - Deck repairs: \$10K
 - Carpentry repairs: \$7.5K
- Funded via:
 - A 6.5% increase in condo fees.

2024 Financial Details - Reserves

- 2024 Budget and Actual Reserve Contribution is projected to be \$153K or 13%
- 2024 Expenses from Reserves in discussion so far are ~\$150K
 - Potential Roadway Replacement (Tulip)
 - Garage Door Trim replacements
 - Utility Closet Replacements
 - Roof replacements (as required)
 - Precast Stair Replacements

2024 Financial Outlook – Condo Fees



Category	2024 Budget	% of Total Budget
Administrative Expenses Total	\$ 209,602.64	17%
Utilities Expenses Total	\$ 73,580.00	6%
Direct Building Expenses Total	\$ 773,465.24	64%
Reserve Contribution Total	\$ 153,136.74	13%
Budget Total	\$ 1,209,784.62	100%

Financial Recap – What is the core challenge for all condo boards?

Trying to find the right “balance” between condo fees and service levels, as well as the right mix between current spending and long-term reserve fund savings.



Election of Trustees - Process

- If there is a quorum, then there is an election for the open positions.
 - 33.3% of ownership response is required to obtain quorum.
- If there is no quorum, then the remaining Board members will appoint new Trustees into the openings.
- There is one candidate for the two Board of Trustees Positions which will expire at the 2027 Annual Meeting.
 - Hemant Pasala



Election & Ballot Question Results

The Results are....



Open Questions & Answers

Please note that the question must be “community-wide”, not specific to your individual home.

Example –

What is the overall plan for the community for the category of repair / service of interest?

Thank you for attending

