

# Welcome

Dear Homeowner:

Welcome to our community website! The purpose of the website is to improve communications with the residents in Hills Highlands. It will allow owners like you to quickly and easily access information, as well as know what is happening in your community.

Our website is unique in that it has both public and private (homeowner-only) areas. To access the homeowner-only portions of the website, you must log into the site using a user name and password.

Below are the community website's features. Features with asterisks (\*\*) in front of them are available to the general public to view:

## Private Feature (♦)

- ♦ **User Profile:** Your user profile contains all the information about your online identity, as well as any information about yourself that you are willing to share with other owners in the community.
  - **Changing your login name:** You may change any of your personal information on the website, including your login name and password by logging in and clicking user profile.
- ♦ **Governing Documents/Budget/Audits:** Community documents are displayed in this area.
- ♦ **Board Meeting Minutes:** Open Board of Trustees Meeting minutes require a login and password for viewing.

## Public Features (\*\*)

\*\* **Email Bulletins:** If you have provided your email address to the office you will receive regular emails about various community related subjects. This feature will push out information from the website to you, instead of you having to always visit the site and look for updates.

\*\* **Calendar:** This displays a monthly view of all events. By clicking on the event, a more detailed description is available. If you have an event to add, please contact the office for the form to reserve the room.

\*\* **Amenities & Facilities:** Information about your community facilities, including pictures and rules.

\*\* **Boards & Committees:** These are complete listings of all Boards and Committees within the community. They can include information about meetings, in addition to names of individual members and their position (i.e. Joe Smith- Board President).

\*\* **Online Forms:** These are automated forms that provide a conduit between you and the management company and community officers.

\*\* **Forms/Applications:** These are commonly used forms in the community (i.e. clubhouse rental agreement/Architectural Variance)

\*\* **Resources:** This is a categorized list of interesting websites & helpful resources both locally and globally.

Regards,

The Hills Highlands Master Association Management Company