



# ORCHARD GLEN COMMUNITY ASSOCIATION

## COMMITTEE SIGN-UP SHEET

Please take a few moments to consider if you could invest a small amount of your time in making your community a great place to live. Place a check mark next to any committee for which you would like to volunteer. Please return the sign up form to Encore Property Management, P.O. Box 1117, Corona, CA 92878-1117.

- Design Review Committee.** This committee reviews submittals from homeowners to determine whether the proposed improvement is in keeping with the association's legal documents and community aesthetics. This committee also inspects the improvement after completion to ensure that work was done according to plan and that damage was not caused to the common area.
- Finance Committee.** This committee works with the Board to adopt the annual budget.
- Landscape Committee.** This committee conducts inspections of the common area landscaping and makes recommendations to the Board of Directors. The inspections are generally held once per month and take place during business hours, Monday through Friday to enable the management company and association landscaper to attend.
- Newsletter Committee.** This committee is responsible for providing community and common interest information to the management company to insert into the quarterly newsletter.
- Rules Committee.** This committee makes recommendations to the Board for adoption of rules.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_