

CARRIAGE HILLS RESIDENT'S ASSOCIATION  
BOARD OF DIRECTORS MEETING  
August 16, 2011

Board Members Present: Vice President/Secretary John Schofield, Director Marvin Yudenfreund, Treasurer Sharon Collins and Director Shams Naqvi

Board Members Absent: President Dave Hollingshead

Homeowners in Attendance: One owner was in attendance

Management Present: Robyn Hetland, CCAM, and Stefanie Nightingale of ACI

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**I. CALL TO ORDER**

Following a hearing for violation enforcement, Vice President John Schofield called the Carriage Hills Residents' Association Board of Directors meeting to order at 7:17 p.m. at the May Valley Community Center at 3530 Morningside Drive in Richmond, California.

**II. HOMEOWNER COMMENTS**

A homeowner on Carriage Drive had three items for the Board:

- A delinquent letter had been received but the owner indicated he had mailed the check long before the due date.  
**After discussion, a motion was made and seconded (Yudenfreund/Collins) and unanimously resolved to reverse the \$29 late fee on the owner's account.**
- A drainage problem behind the homes surrounding the owner's residence had been observed during the rainy season. The apparent cause of the drainage problem was overflow of the drainage ditches during wet weather due to neighbors not clearing/maintaining them correctly. An article will run in the next newsletter reminding owners to clear the ditches to avoid flooding and negatively impacting their neighbors.
- A trailer had been observed on Carriage Drive on a virtually continuous basis for most of the summer. Management will identify the location and will notify the resident to remove it from the development.

**III. ADOPTION OF MINUTES, BOARD OF DIRECTORS MEETING – July 19, 2011**

**A motion was made and duly seconded (Yudenfreund/Naqvi) to approve the minutes from the July 19, 2011 regular Board of Directors Meeting, as amended. All were in favor and the motion carried unanimously.**

#### IV. COMMITTEE REPORTS

##### Architectural Committee

Director Schofield reported that one ARC application had been received and approved:

- 5335 Carriage Drive, exterior painting.

##### Landscape Committee

President Hollingshead had provided a report by email prior to the meeting.

##### Neighborhood Council

Director Yudenfreund advised there had been no Neighborhood Council meeting since the last report.

#### V. TREASURER'S REPORT

Treasurer Collins had received the draft Year End Financial Report from the Association's CPA. Due to delays related to finalizing the May financials, the year-end document cannot be reviewed yet. ACI's accounting department is working with the CPA to make the revisions to the May financials and this should be completed shortly. Once this is done and the year-end financial report data is confirmed, it will be reviewed by the Board and mailed to the membership in September.

The board directed that Caroline McCormick sign the CPA letter related to finalizing the year end report.

Treasurer Collins also reiterated that ACI's accounting department will need to provide a report prior to the October Board meeting that breaks out delinquencies that are 120 days or more delinquent, per the Association's delinquency policy.

The Treasurer reviewed with the Board the current status of homeowners' obligations currently in the financial statements and owing to A.S.A.P. Director Naqvi pointed out that A.S.A.P. charges were highly unreasonable. Vice President Schofield observed that if the Board attempted to review obligations, the obligation may revert to CHRA. Director Naqvi stated that he would look at the ASAP contract and revert back to the Board.

**After a brief discussion, a motion was made, seconded (Collins/Schofield) to authorize the use of Rapid Return for small claims process service needs for the Association. All were in favor and the motion carried unanimously.**

#### VI. BOARD DISCUSSION ITEMS

- A. **Rules and Regulations:** Since the Petition had been granted by the court to approve the proposed governing documents, the Board will be updating the rules and regulations to better reflect the documents. The Board will conduct analysis and will provide feedback

for suggested updates shortly. Once the changes are determined, 30-days notice will be provided to the membership prior to the changes taking effect.

- B. Late Fee Reversals:** Management had received sixteen requests for \$29 late fee reversals from Carriage Hills owners. The requests arose from a variety of reasons – some owners did not receive a statement or misplaced it; others’ checks cleared very shortly after the cut-off date. Management will forward the list of specific requests from each owner to the Board and they will advise by email if it is acceptable to reverse any of the requests.
- C. Carriage Hills Website Upgrade:** Director Naqvi requested the Board consider implementing an upgraded website for the Association using Network Solutions. In addition to providing a modern method of communications for the Association, it was also expected that some cost savings may be realized by eliminating paper-related processing. Some features of particular interest to Director Naqvi were:
- The ability to make online payments.
  - A members-only blog.
  - A members-only “contact us” form.
  - With the Board’s concurrence, the ability to cast votes online.
  - The ability to receive secure documents and email notifications.

Management provided the following information about the Association’s current website offering:

- The current site has the ability to add a credit card payment. The cost is \$10 per month to the Association to offer this feature to its membership.
- The current site has the ability to send secure documents and disclosures, as long as owners “opt-in”.
- Blogs are not recommended to be included in an HOA site.

Vice President Schofield requested that Director Naqvi provide a detailed site architecture/development plan.

- D. Efficiencies and Cost Reduction:** Shams Naqvi had requested the Board discuss forming a three-member committee to review costs and efficiencies of the Association. A motion was made by Director Naqvi to reduce management fees paid to ACI through the contract. The motion was not seconded. Upon a point tabled by Director Naqvi to reduce ACI’s cost and work, Director John Schofield pointed out that CHRA had a contact with ACI. Director Naqvi raised a point that the Contract should be revised. John Schofield added that he needed to review the details of the ACI contract.
- E. Payment Plan:** Management provided a written request from an owner account #5215CU who asked that he be allowed to pay \$25 per month towards his annual assessment.

After reviewing the monthly breakdown of costs necessary to pay the assessment by the date requested, a motion was made, seconded (Schofield/Naqvi) to approve the payment plan at a rate of \$35.44 per month. All were in favor and the motion carried unanimously.

F. **Reserve Study Proposals:** Reserve study proposals had been requested from five preparers. Each firm will also provide a sample study.

A main component of the reserve study, sound wall maintenance, was discussed. Vice President Schofield had prepared a very detailed, section-by-section report that reflected the wall's health, which was determined to be in generally a good state. It appeared that only a small number of places required repairs at this time. A reserve line item can be added to the study for long-term maintenance costs. From the survey, an itemized repair list will be formulated that includes recommendations and suggestions from the Board about the method of repairs.


G. Director Yudenfreund pointed out that Cal. State Bill SB 152 had been moved before Cal. Governor for his signature. Director Naqvi added that CHRA complete the processing of the Superior Court order related to CHRA petition on Rental household percentage, and file it with the county so as to ensure that it gets grandfathered in. Director Yudenfreund and Schofield seconded the point. Treasurer Collins asked that ACI have someone collect the papers from the attorney office and then walk in the papers to the county office."

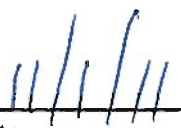
## VII. NEXT MEETING DATE

The next meeting scheduled is September 20, 2011 at 7:00 p.m. at the May Valley Community Center at 3530 Morningside Drive in Richmond, CA.

## VIII. ADJOURNMENT

With business concluded, Vice President John Schofield adjourned the Carriage Hills Residents' Association Board of Directors meeting at 9:02 p.m.

  
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John Schofield, Vice President/Secretary  
Carriage Hills Residents' Association

  
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Date