

CARRIAGE HILLS RESIDENT'S ASSOCIATION  
BOARD OF DIRECTORS MEETING  
September 20, 2011

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

Board Members Absent: None

Homeowners in Attendance: Toby Halbarson

Management Present: None

---

**I. CALL TO ORDER**

President Dave Hollingshead called the Carriage Hills Residents' Association Board of Directors meeting to order at 7:03 p.m. at the May Valley Community Center at 3530 Morningside Drive in Richmond, California.

**II. HOME OWNER COMMENTS**

Mr. Toby Halbarson, 5214 Buckboard, requested clarification of architectural guidelines for fences. The guidelines that Mr. Halbarson had obtained were missing figures referenced in the guidelines. Director Hollingshead provided the figures to Director Schofield who stated he would scan the figures to a portable document file (pdf) and e-mail to Mr. Halbarson. The Board informed Mr. Halbarson that the guidelines were in the process of being updated. Also Mr. Halbarson requested that meeting agendas be e-mailed to him. Director Hollingshead stated that the agenda's were posted at each of the bulletin boards at least four (4) days prior to the meeting.

**III. ADOPTION OF MINUTES, BOARD OF DIRECTORSS MEETING – February 15, 2011**

A motion was made and duly seconded (Collins/Naqvi) to approve the minutes from the August 16, 2011 regular Board of Directors Meeting, as amended. The approved amendment to add account number, 5215CU to Item E resolution approving payment plan. All were in favor and the motion carried unanimously.

**CARRIAGE HILL RESIDENTS ASSOCIATION  
BOARD OF DIRECTORS REGULAR MEETING**

**IV. COMMITTEE REPORTS**

**Architectural Committee**

Architectural application had been received 4704 Surrey Lane. Director Schofield reviewed the application with the Board. Director Schofield provided information concerning the law regarding solar panel installation as applied to residents located within a Home Owners Association. Followed by draft solar panel guidelines that mirror the law.

A motion was made and duly seconded (Yudenfreund/Shams) to approve the architectural application for the installation of solar panels on the roof of the residence located at 4704 Surrey Lane. All were in favor and the motion carried unanimously.

Director Yudenfreund stated that property 4774 Surrey Lane had submitted an application to the Planning Department for a patio construction project. The Architectural Committee has not received an application for the project. Director Schofield will request that Association Communication, Inc. (ACI) send a letter to the owner of 4774 Surrey Lane requesting a post-construction submission. *see also Neighborhood Council report for additional discussion/information on this subject below.*

**Landscape Committee**

Director Hollingshead requested approval to replace the dead pine tree along Castro Ranch Road. D & H landscaping provided a bid of \$375 to replace the dead pine with Blue Aptos redwood. Director Yudenfreund suggested that the planting of the Blue Aptos redwood be closer to the start of the rainy season.

A motion was made and duly seconded (Yudenfreund/Shams) to approve the D & H Landscaping bid for \$375 with the condition that the tree be planted near the start of the rainy season. All were in favor and the motion carried unanimously.

**Neighborhood Council**

Director Yudenfreund made the following report to the Board:

1. City Manager – Adam Lind. Mr. Lind explained the R<sup>3</sup> program. The R<sup>3</sup> (Richmond Recovery (Solar) Rebate) plan offers a rebate for residents of any income ranging from \$3K to \$7K, depending on installation size of rooftop solar panels and household energy consumption. One third of the installation must be performed by a graduate of the city's green collar job training program: "Richmond BUILD." A workshop on this topic will be held October 12, 7:00 to 8:30 p.m. For location and further program information, go to: [www.richmondenvironment.org](http://www.richmondenvironment.org).
2. Police Dept. – Chief Chris Magnus. Chief Magnus reported that despite the spike in

**CARRIAGE HILL RESIDENTS ASSOCIATION  
BOARD OF DIRECTORS REGULAR MEETING**

homicides in July and August, overall violent crime this year decreased 17%, compared to the same period last year. Armed robberies were down 17%, vehicle theft decreased by 13%, but residential burglaries increased 10%. The chief also mentioned that the One Block At A Time program won a national award. The daytime curfew ordinance to keep kids off the streets during school hours is being vigorously enforced. The Community Corrections Partnership of cities and Contra Costa sheriff representatives, met on Sept. 22 to discuss the transfer of parolees from state to county supervision.

3. Code Enforcement – Tim Higaes. Mr. Higaes reported that the parking enforcement, the new online payment plan was very successful. Procedures for treatment of the homeless preclude knocking down shantytowns. Towing contractors are going to be held more accountable for their activities
4. Ceasefire/Lifelines For Healing – Cpt. Anthony Williams. Cpt. William reported that Under a grant initiated in January of this year, Operation Ceasefire was begun, the purpose of which is to stop gun violence. In this program, street corner gangs (now the major gang constituency in Richmond) are approached, the shooters are brought in to meet with community, faith-based groups and counselors (Office of Neighborhood Safety) so that they will have an opportunity to mend their ways. If they show no interest in meeting with these groups, they are then steered to the police desk, where Cpt. Williams and his officers explain the treatment they will receive if they choose not to cooperate.

A new handout was circulated that contains PLN projects under review by neighborhood councils. (One, PLN 10-110 for a patio cover for 4774 Surrey Ln, was issued in June.) On the first page of the building permit application, there is a box to be checked off if the applicant had submitted his/her plan to their neighborhood council for review and approval. Nowhere else in the permit application is there any contact reference to a neighborhood association or HOA. A long discussion ensued about this matter. Apparently most of the Richmond neighborhood councils have long abandoned enforcement of CC&Rs, if they had them to begin with. The Planning Division at one time required HOA approval before a building permit could be issued.

The Board discussed ways to have better communication between City of Richmond and the Board regarding building permit applications. The Board agreed that addition discussions with the City of Richmond and Neighborhood Council. Director Naqvi will also follow-up with the City of Richmond in his role as Richmond City Council Liaison.

Director Yudenfreund stated that he regretted he could stay to hear the concluding remarks by the RNCC representatives.

**At 7:22 p.m. Director Hollingshead suspended the regular meeting to start Executive Session.**

**At 7:28 p.m. Director Hollingshead called back into order the regular session of the**

**CARRIAGE HILL RESIDENTS ASSOCIATION  
BOARD OF DIRECTORS REGULAR MEETING**

**CHRA Board Meeting.**

**Richmond City Council Liaison**

Director Naqvi provided a report of the September 13, 2011 Richmond City Council meeting:

1. The City Council meeting was scheduled to begin at 6:30 PM. With the hall packed with Richmond City residents and nearly half a dozen news media persons, the Council members arrived in the hall at 7:15 PM. This delay forced all subsequent scheduled events to be compressed in time.
2. The City Open Forum was marred by protest speeches. A total of 31 speakers sought to speak, with only 6 of them speaking on matters other than a rumored bullfight between Councilman Corky Booze', a consulting engineer and an engineering company executive, and Councilman Dr. Jeff Ritterman, an ex-Kaiser cardiologist. It appears that during a hallway meeting, Booze' provided a consulting advice to Ritterman as follows: "I will punch your nose and it will break." It is claimed that this was taken as a racial element in reference to Ritterman's nose. In response, apparently, Ritterman sent an anonymous printed letter to all churches, all neighborhood businesses, and most Richmond neighborhood councils, providing lengthy detail of the incident. In that letter, Ritterman pointed out that Booze' was supporting "United Negro College". The protesting speakers denounced that reference and termed it to be Ritterman's racist and anti-African American bias. In short, the entire open forum was consumed with such speeches and hackling thereto. At one point, Ritterman walked up to Booze' and the two shook hands. We should all hope that it was a true Kumbaya.
3. The order of business for Richmond City Council had a long list of contracts the City Council planned to vote on. The council meeting was there for residents to comment for and against specific agenda items. Only one person spoke, on one of those agenda items.
4. A resident from Point Richmond brought up issues related to surveillance of the area (they have their own surveillance system installed, which is designed to eventually feed into Richmond PD Command and Control System). Richmond PD has one camera of their own also installed at the entrance to Point Richmond.
5. One neighborhood requested the City to provide financial support for its tree planting drive in their neighborhood.
4. In the open forum, Director Naqvi stated that he also spoke, solely as an individual and without referring to CHRA, on the point of solar panel installation on the rooftop and the City's financial rebates to the residents of Richmond "Enterprise" area, i.e. area West of I-80. Given that Director Naqvi had only one minute to speak, Director Naqvi merely gave a gist of my point of view, and left a document of his speech with the Council clerk for distribution to the Council members. A copy of Director Naqvi's speech is attached to these minutes.

**CARRIAGE HILL RESIDENTS ASSOCIATION  
BOARD OF DIRECTORS REGULAR MEETING**

**V. TREASURER'S REPORT**

Director Collins reviewed the August 21, 2011 balance sheet with the Board. The \$30,358.13 shown in the current assets should be moved to the Reserve Fund. Also allowance for Bad Debt consistently is listed as \$17,000. Director Naqvi provided some information regarding GAAP rules for reporting and cash flows. Director Collins stated that the issues regarding the Reserve Fund transfer and Bad Debt had not been fully explained or addressed by ACI. Director Naqvi stated he would like to follow-up ACI, providing this was support by the Board. All Board member stated their support for Director Naqvi following-up with ACI on these continued accounting issues.

A motion was made and duly seconded (Collins/Hollingshead) to move First Bank Certificate of Deposit (CD) with interest rate at 0.09 percent expiring on October 6, 2011 to Bank of America CD at 0.3 or greater. All were in favor and the motion carried unanimously.

A motion was made and duly seconded (Collins/Schofield) to remove \$800 in fines assessed on May 1, 2009 to Khangura Paramjit, 4855 Reno Lane. All were in favor and the motion carried unanimously.

**At 8:10 p.m. Director Hollingshead suspended the regular meeting to continue with Executive Session.**

**At 8:16 p.m. Director Hollingshead resumed regular meeting of the Board of Directors.**

**VI. BOARD DISCUSSION ITEMS**

Directors Collins and/or Schofield will follow-up with ACI to ensure that FY2011 Financial Report will be distributed to CHRA residents by September 30, 2011.

Director Schofield informed the Board that the notary issue with the Governing Documents had been corrected and that the Governing Documents should be filed this week. Directors Hollingshead and Schofield stated they would each follow-up with ACI on this issue.

The Board reviewed the Reserve Study proposals received to date by ACI. Director Schofield stated that the proposal by Richard Avelar and Company was unacceptable. Director Hollingshead stated that if we are going to meet our budget schedule for Fiscal Year 2012/2013 that the Request for Proposal (RFP) must be sent out quickly. Director Schofield committed to have a draft RFP to the Board by September 30, 2011.

Director Naqvi started his discussion of Cost and Efficiencies. Director Hollingshead requested that Director Naqvi review his spreadsheet completed for this discussion items with the Board. Director Naqvi provided the requested review. Question from the Board regarding the information contained were addressed by Director Naqvi. After review the spreadsheet contents Director Hollingshead thank Director Naqvi and note that continued

**CARRIAGE HILL RESIDENTS ASSOCIATION  
BOARD OF DIRECTORS REGULAR MEETING**

discussion of this item would be continued at the special Board meeting being held at Director's Schofield home on September 22, 2011, 6:30 p.m. to 8:00 p.m.

**VIII. NEXT MEETING DATE**

The next general meeting is scheduled for October 18, 2011 at 7:00 p.m. at the May Valley Community Center at 3530 Morningside Drive in Richmond, CA.

A special Board meeting to further discuss Cost and Efficiencies is scheduled for 6:30 p.m. to 8:00 p.m., 5207 Cutter Lane, El Sobrante, CA.

**IX. ADJOURNMENT**

With business concluded, President Dave Hollingshead adjourned the Carriage Hills Residents' Association Board of Directors meeting at 8:58 p.m.