

CARRIAGE HILLS RESIDENT'S ASSOCIATION
BOARD OF DIRECTORS MEETING
October 18, 2011

Board Members Present:	President David Hollingshead, Vice President/Secretary John Schofield and Director Shams Naqvi
Board Members Absent:	Treasurer Sharon Collins and Director Marvin Yudenfreund
Homeowners in Attendance:	Joe Cooper
Guest Speaker:	Lynette Parker, RPD
Management Present:	Robyn Hetland and Stacey Salsedo ACI

I. CALL TO ORDER

President Dave Hollingshead called the Carriage Hills Residents' Association Board of Directors meeting to order at 7:04 p.m. at the May Valley Community Center at 3530 Morningside Drive in Richmond, California.

II. HOMEOWNER COMMENTS

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

- Homeowner noticed neighbors not cleaning the easement drains behind homes and causing flooding to yard. Board President Dave Hollingshead advised homeowner to call code enforcement to report drainage issue due to being the City of Richmond's property.
- Same homeowner reported a neighboring home that is bank owned has garbage in back yard in the drainage easements that might become a flooding issue in the future. Management to contact bank to inform of potential flooding problem and to clear the drain prior to rain season.

III. GUEST SPEAKER

Richmond Police Officer Lynnette Parker updated the Board of Directors on the crime activity on beat 9. Beat 9 starts at El Portel/Rolling Woods Hilltop area and ends at San Pablo Dam Road at the Carriage Hills Residents' Association. Currently there are 6 officers assigned to beat 9. Officer Parker is in the process of creating a newsletter and email system where crime updates can be provided to our homeowners. 30 students of the explorer program will be providing additional information to homeowners by walking the streets during the 1st and 2nd week of November speaking to homeowners about what

can be done to protect themselves, vehicles and property. Buckboard and Wagonwheel were the discussed streets to start this project.

IV. ADOPTION OF MINUTES, BOARD OF DIRECTORS MEETING – September 20, 2011

A motion was made and duly seconded (Schofield/Naqvi) to approve the minutes from the September 20, 2011 regular Board of Directors Meeting, as corrected. All were in favor and the motion carried unanimously.

V. COMMITTEE REPORTS

Landscape Committee

President Hollingshead scheduled a common area walkthrough with D & H Landscaping on October 19th and intended to give Jared a spare key to the backflow cover lock at the entrance of Carriage Drive and proposed to seek at least 2 bids for the winter pruning of the East Castro Ranch Rd for Raywood Ash trees.

Architectural Committee

Director Schofield reported no new applications have been submitted and that one was in the process of being turned in.

Neighborhood Council

Director Yudenfreund made the following report to the Board

RICHMOND NEIGHBORHOOD COORDINATING COUNCIL REPORT – October 17, 2011

1. Engineering Dept. In the absence of anyone in the Engineering Dept., Lynne Scarpa, Environmental Manager, issued a warning that all neighborhood councils and HOAs apprise residents of the danger of putting cooking grease in sanitary sewer lines. Used grease and cooking oil can be taken to the recycling center on Pittsburg Ave. When asked why the grease/oil couldn't be brought to one of Richmond's biodiesel plants, she had no answer.
2. City Manager – Rochelle Monk Ms. Monk indicated that, next month, her job responsibilities will be changing. There will be a Climate Action Plan meeting Monday, October 24, 6:00 pm, in the City Council chambers. Jennifer Ly encouraged everyone to sign and mail the "Welcome Lawrence Berkeley National Labs (LBNL) to Richmond" postcards. The Federal interagency Working Group on Environmental Justice will hold a gathering: Plan for a Sustainable and Livable Richmond for All on Thursday, November 3, from 8:00 am to 5:30 pm in the Richmond Auditorium. RSVP to richmondfederaliwg.eventbrite.com.
3. Mayor's Office – Marilyn Langlois; The first reading of the Anti-Tagging (aka Anti-Graffiti) Ordinance will be held in council chambers tonight. Definitions of street art, graffiti, and tagging were incorporated after passing the muster of the Richmond Arts Manager (a salaried position).

4. Police Dept. – Deputy Chief Alvin Brown: Officers of the Police Dept. completed a state-mandated 7 week certification program. Through September, overall crime in the city decreased 4% from the same period last year. Violent crime decreased 17%; property crime such as burglary, auto thefts decreased 1%.

5. Environmental Manager – Lynne Scarpa; All creeks in the state are “toxic” because of detectable levels of the pesticide pyrethrums’.

6. Planning Dept. Klevon Slaughter A Planning Roundtable lunch will be held Wednesday, November 9 from 12:00 noon – 2:00 pm in the Richmond Room at 450 Civic Center Plaza for the RNCC Executive Board and neighborhood council and HOA presidents to discuss issues concerning Richmond communities and ways the Planning Div. can work more effectively with neighborhood groups. This would be a good opportunity to ask why the Planning Div. no longer contacts HOAs when building permits are applied for (my comment). At the November 1 City Council Meeting, the General Plan, Bicycle Plan, and Pedestrian Plan will be discussed. Several issues such as changing 4 lane thoroughfares into 2 lane streets and construction of a vehicle unfriendly traffic circle at Carlson & Cutting have garnered opposition from many neighborhoods.

7. Solar Richmond ; The City is offering residents a \$250 home energy assessment rebate (until funds run out). Home energy assessments are done by certified contractors. For more information call (855) 464-8484. Tomorrow, October 19, from 7:00 to 8:30 pm at the Multipurpose Room, 440 Civic Center Plaza (refreshments at 6:30) you can sign up for subsidized solar panel installations on your house. Bring the first 2 pages from your latest 1040, one PG&E bill, and a homeowner’s insurance declaration. For information. Go to: www.richmondenvironment.org.

Richmond City Council Liaison

Director Naqvi report is attached to minutes.

VI. TREASURER’S REPORT

President Dave Hollingshead and Treasurer Sharon Collins placed \$32,400 in a CD at Bank of America earning .9% as directed by the previous Board meeting vote. Treasurer’s report has been tabled to the November 15th meeting due to Treasurer Sharon Collins absence from meeting

VII. BOARD DISCUSSION ITEMS

Cost & Efficiencies: Director Naqvi led the agenda item on the Cost & Efficiencies Initiative continuing from the September 22, 2011 meeting on this subject that was held at the residence of Director Schofield, Director Naqvi elaborated upon the following

points with an eye on reducing the costs of the work currently being handled by ACI at a total cost over \$40,000 a year (including photocopying, mailing, and other ancillary works).

(1) If CHRA conducts its business using process automation features available through the use of modern Internet-based technologies, the entire management and processing work can be done for under \$15,000 per year.

(2) Work done in the proposed manner will be far more transparent than it is today. The homeowners will have access to CHRA's financial and accounting data in real time, all the time. This will meet or exceed the requirements of the Davis-Stirling Act.

(3) Accounting functions will be performed using Intuit Online or a similar online accounting package. Access to specific tables and fields would be protected, so that private data of a homeowner will be visible only to the homeowner concerned and to no one else. Authority as to modification and entry of data, both accounting and functional, will be limited only to specific authorized persons. Such packages are available at typically \$299 per year for most services, but not more than \$600 per year for all services that CHRA could reasonably ask for.

(4) Making good of the options provided by SB563 that has already been signed into law and is currently in the process of being statutorized, Internet features of Skype video, WebEx video, and other video chatroom service providers will be available.

(5) CHRA will arrange to have two independent contractors, one for data entry and accounting, and the other for document processing (photocopying, mail, etc.). It is estimated that the two persons will cost on an average \$12 to \$15 an hour, and the total work will require nearly 1,000 hours in total, including at least 50% contingency, and in some cases, 100% contingency.

(6) The planned outcome of this effort is to reduce CHRA management costs by about \$25,000 per year, and providing more service to the homeowners. In this manner, the homeowners' monies will become available for other purposes directly beneficial to the homeowners.

(7) The C&E effort may completely eliminate ACI's work with CHRA, or reduce it to the work currently planned for the two temps / independent contractors identified earlier.

Director Schofield supported the process automation aspect of the C&E initiative. Director Hollingshead observed that a process flow diagram for each CHRA business

process may be helpful. Director Schofield further observed that it may be necessary to undertake a phased implementation of the C&E effort. Director Naqvi agreed with both observations, and added that while a phased implementation may be an implementation advantage, it is also bound to simultaneously increase the cost until full implementation has been achieved, since both ACI and the partially implemented system will have to be expensed for at the same time.

The board unanimously decided to continue this meeting to the November 2011 meeting for a final 20-minute discussion and a possible vote.

- A. **Accounting Data:** The Board requested ACI to provide information regularly on cash flow for current fiscal year and also provide cost center specific accounting data on defaults against receipts of homeowner dues for current fiscal year. Management prepared and provided a *Detailed Expense Report* that will be provided with monthly financial reports.
- B. **Carriage Hills Residents' Association-Support Action Against AT&T:** Director Shams Naqvi indicated that the Sipple lawsuit did not come under the of the CHRA so there will be no further action on behalf of CHRA.
- C. **CC&R's & Bylaws-Rules Contents & Common Format From Study Sessions:** Board of Directors indicated this item is requested to be on the agenda for the November 15, 2011 meeting.
- E. **Legal Review ASAP Contract:** The Board discussed having the ASAP contract reviewed by Berding & Weil. The Board agreed top invite Steve Weil to the November 15th meeting for a one (1) hour meeting to share legislative updates and discuss ASAP contract (20-30 minutes).

A motion was made and duly seconded (Hollingshead/Schofield) to invite Steve Weil to November meeting for a one-hour discussion. The motion passed with Director Shams Naqvi voting "no" on the motion.

VIII. NEXT MEETING DATE

The next meeting scheduled is November 15, 2011 at 7:00 p.m. at the May Valley Community Center at 3530 Morningside Drive in Richmond, CA.

IX. ADJOURNMENT

With business concluded, President Dave Hollingshead adjourned the Carriage Hills Residents' Association Board of Directors meeting at 8:56p.m.

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

Date