

CARRIAGE HILL RESIDENTS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
September 15, 2009  
May Valley Community Center, Richmond, CA.

Present: Kaye McKleroy, Dave Hollingshead, Lin Conrad, Alan Heynssens  
Absent: Sharon Collins  
Management: Caroline McCormick, CCAM, CMCA for Association Communications Inc.  
Members: 11 homeowners signed in  
Guests: Mary Filson of Berding & Weil

CALL TO ORDER: The regular session was called to order at 7:08 pm by President Kaye McKleroy.

Mary Filson reports that the governing documents required updating due to the many changes in the law since the documents were written. She reviews the executive summary noting the changes and fields questions from the audience. Each owner received a disk with the documents and after tonight's meeting will be requested to vote by secret ballot to approve the documents. One sensitive issue, a rental restriction, will be voted upon as a separate issue. A concern is raised that the quorum requirement of 25% may be too low for changes to the documents but sufficient for election of the directors. **A motion is made, duly seconded, and it is, therefore, unanimously resolved to leave the quorum for election of directors at 25% while raising the quorum requirements for all other votes to 50%.**

APPROVAL OF THE MINUTES

**A motion is made, duly seconded, and it is, therefore, unanimously resolved to approve the minutes of August 2009, regular session, as written.**

HOMEOWNERS CONCERNS

Several owners voiced concerns that the curb numbering was too small. 5436 Tandem requests written permission to rent the home – approved.

Two lots on Victoria ongoing fence line dispute – trees – The Neighbor responded to the offer of IDR and noted that the neighbor never approached them, she is aware of the problem and will have the trees removed prior to the year end.

3 pairs of lot to lot issues on Coach, Carriage and Conestoga were requested to attend IDR.

One homeowner cited three concerns on her street. Management to advise that the two lots were inspected and found to be in compliance with the HOA's policies and that the other complaint is a civil issue.

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COMMITTEE REPORTS

**Architectural (ARC):** Alan Heyness, Chair

4825 Reno – tree removal/replacement - approved

4886 Reno Lane – skylights – approved

5085 Carriage – tree removal – approved

5288 Coach – application withdrawn

**Landscape** – Lin Conrad

A detail map and list of the duties performed was distributed. The Board requests a proposal to replace the plant material on the northern corner entry.

**Neighborhood Council** – Kay McKleroy

Street paving bids due August 6. To be presented in October council meeting.

Plans subject to city gas tax funds.

TREASURER'S REPORT

**A motion is made, duly seconded, and it is, therefore, unanimously resolved to table the Treasurer's Report due to her absence.**

UNFINISHED & NEW BUSINESS

6-09-1: CPA Contract – **A motion is made, duly seconded, and it is, therefore, unanimously resolved to approve the CPA report, with one revision, and mail it to the membership.** CLOSED ITEM.

6-09-4: Website –The website is live. [www.carriagehillsra.org](http://www.carriagehillsra.org). CLOSED ITEM.

6-09-6: Reserve Study Update – Final draft pending final approval by the treasurer. OPEN ITEM.

6-09-7: Gov Document Revisions – See above. OPEN ITEM.

7-09-2: House Number Curb Painting – Urban Brothers Painting for \$2,970 to stencil 4 digit house numbers. Management was directed to cease the work and ask the contractor to match the font type and size to the original. OPEN ITEM.

7-09-3: ATT Work Southern Entry – ATT's contractor is installing new cable. We exchanged information and a walkthrough will be conducted before the project is completed. Phillip ATT Mobility 925-330-5749. Costs to date – irrigation repairs \$357.64 plant replacement proposal \$745. OPEN ITEM.

8-09-2: Earth Movement - 5209 Carriage appears that earth movement may have occurred behind the lot. Please find the report from ESR enclosed noting that earth movement has not occurred.

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Management to forward a copy of the report to the lot owner with an enforcement letter to replace the fence and trim the trees.  
CLOSED ITEM.

**ACTION ITEMS**

**Next Agenda:**

**Newsletter:** Lawn Aeration by D&H, trash cans, street trees fall maintenance, architectural control

**Proposed Meeting Schedule 2009:** 3rd Tuesday 7 PM – May Valley Community Center

October 20 – Hearings at 7:30, D&H Landscaping  
November 17 – Insurance Renewal (Management)  
December – no meeting  
January -  
February – Reserve Study Budget (Management)  
March –  
April  
May - Annual (Management)  
June

**ADJOURNMENT**

**A motion is made, duly seconded, and it is, therefore, unanimously resolved to adjourn the meeting at 9:00 PM.**

Respectively submitted,

Dave Hollingshead, Secretary for  
Carriage Hills Resident's Association