ANNUAL MEMBERSHIP MEETING RESULTS

The Association’s Annual Membership Meeting was held Tuesday, May 21, 2013. Because no nominations were received, there was no Board Election in 2013. Per the Association’s Bylaws, 5.11 Election and Term of Office, each Director shall serve until a successor is elected. Accordingly, the two seats up for election in 2013 remained filled by current Directors for a term of two years. In the event of an earlier disqualification, death, resignation, or removal of a Director, the position will be filled pursuant to section 5.14 of the Association’s Bylaws. The membership in attendance conducted a voice vote to approve the 2012 Annual Membership Meeting Minutes and the Federal Tax Resolution 70-604.

The Association got so much accomplished this past year! Please check out the President’s Report online at CarriageHillsRA.org to read all about it. Great job!

BOARD CHANGES AND OFFICER APPOINTMENTS

After many years of service, Directors Sharon Collins and Dave Hollingshead decided to resign from the Board, which would have been effective at the close of the Annual Meeting. However, Tobias Halvarson, the Association’s Secretary, announced that it was necessary for him to resign due to the need to avoid any potential conflicts of interest related to his job in the California State Senate. Without a minimum of three Directors, the Association’s business cannot be conducted. Accordingly, Directors Collins and Hollingshead agreed to remain on the Board until such time that additional Board members could be appointed.

The Board and Management would like to extend its sincere thanks to Tobias Halvarson for his contribution to the community and we wish him well in his endeavors. Directors Collins and Hollingshead are also heartily thanked for returning temporarily so the Association’s business can continue.

At the June 18th Board Meeting, the Association’s officers were appointed as follows:

- **Marvin Yudenfreund** — President
- **John Schofield** — Vice President/Treasurer
- **Dave Hollingshead** — Secretary

DIrector POSITIONS AVAILABLE

There are currently three available positions on the Board of Directors; one current opening and two more that will be available by or before August. The Board of Directors encourages any interested owners in good standing to please submit a Candidate Information Form to ACI’s Management Team in order to be considered for appointment to the Board. By filling these three positions, this will help ensure efficient and continuous Board activity for the benefit of the Carriage Hills community. The Board only meets once a month for a couple hours and there is virtually no “in between” work required. There is no special experience necessary for this voluntary job – your life experience and desire to serve your community are the most important qualifications.

If you’re interested in being considered, please submit your Candidate Information Form to **Robyn Hetland at Robyn@acihoa.com** no later than Friday, July 12, 2013 at 10:00am. It is anticipated that the Board will conduct the interview process shortly thereafter.

The need is really quite urgent, so we hope you’ll choose to submit your name for consideration.
Neighborhood Watch Committee & Chair Appointment

At the May 21st meeting, the Board of Directors officially approved the formation of the Neighborhood Watch Committee. The Neighborhood Watch Committee supports the Association’s residents by coordinating security efforts throughout the community, helping Carriage Hills to be as safe as possible. Activities include sending email alerts to members of the Neighborhood Watch Group, organizing neighborhood events such as National Night Out, and conducting periodic meetings where City Officials and representatives from the Richmond Police Department can share information and crime prevention tips. The Committee has also been very involved in working to implement additional security measures, such as vehicle window stickers and evaluation of community surveillance systems.

The Board appointed Blanca Alcaire the Neighborhood Watch Committee Chair at the June 18th Board Meeting. Ms. Alcaire will provide recommendations to the Board related to community security, and will report the Committee’s activities to President Yudenfreund. Ms. Alcaire has worked tirelessly for the residents of Carriage Hills and the Board and Management would like to thank her very much for her efforts on behalf of the community.

Community Barbeque & Potluck – Saturday, July 13th

Based on a great suggestion at a recent Neighborhood Watch meeting, the community will have a barbeque and potluck summer picnic on July 13th. This will be a terrific opportunity to get to know your neighbors, eat some good food, relax, and just have fun.

Date: Saturday, July 13th
Time: 12:00–4:00pm
(set up from 11:00am-12:00)
Place: Surrey Lane (off Conestoga Way)

The Association will be providing hot dogs/sausages, chips and plenty of water. Participants are requested to bring a salad or other dish to share, cold drinks, or a dessert. If you consider yourself a “grill master”, bring your skills and show everybody how it’s done!

Please mark your calendar and come join us!
Feel free to bring lawn chairs or anything that will make you comfortable!

The Neighborhood Watch Committee will be on hand to sign interested parties up for the Watch Group. There will also be distribution of special community vehicle ID stickers, and the Richmond Police Beat 9 Officers have been invited to the event—stop by to meet them!

Let’s join together to make our neighborhood a closer-knit community.
Hope to see you there!
**CHRA’s Website and NextDoor.com**

**Key Differences and Uses**

The Association has two presences online that accommodate different needs. To help you understand what each site’s role is, please see the information below.

CHRA’s official Association website now requires each owner to log-in securely. This protects proprietary Association information, such as financial records, as well as each owner’s personal account information. Go to CarriageHillsRA.org, hover over the Login tab and click on Register to request a secure ID and password.

It is important to note that ACI Management does not monitor the NextDoor.com website at all. If you need to get information to ACI, submit maintenance requests, or report other concerns, please contact ACI Management through the Contact Us page on the CarriageHillsRA.org website or by emailing us directly at Robyn@acihoa.com or Stefanie@acihoa.com. If you have an after-hours emergency, you should call 925.283.4900—press “0”. For an urgent situation requiring medical, fire, or police assistance, dial 911.

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**CHRA’s Website**

CarriageHillsRA.org

**Role:** Official Association Online Presence

- Log-in Securely
- Pay Your Dues Online
- Review/Respond to Courtesy Notices
- Report: Maintenance Issues to Mgmt
  Community Concerns to Mgmt

**Access:**
- Governing Documents
- Rules & Architectural Standards
- Financial Info
- Budget Report
- Disclosure Package
- Meeting Minutes / Newsletters
- Official Association & Board Communications

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**NextDoor.com**

chralist.nextdoor.com

**Role:** Social Web Service

**Voluntary Forum for Discussion**

- Share: Security Alerts
- Referrals and Advice
- Exchange Ideas
- Organize Activity Groups
- Community Calendar

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**If you have any questions about this, please don’t hesitate to contact ACI Management by email at Robyn@acihoa.com or Stefanie@acihoa.com or by calling 925.283.4900 — Ext. 228 or 227.**

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**Site Inspections**

As part of Management’s service to the community, regular site inspections are performed. ACI is onsite twice per month to look for physical violations of the Association’s governing documents (e.g., trash/recycle bins out, dry lawns, mowing needed, unapproved architectural changes, etc.). If a violation is noted, ACI sends a notice to the owner/resident requesting that the matter be attended to by a certain date. Generally speaking, these visits usually only result in about 5% of homes receiving these courtesy notices on any given week.

*We frequently marvel at and appreciate the obvious pride folks in Carriage Hills take with their properties. It is a pleasure to come and see you — thank you for your efforts!*

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**Dogs Loose in Community**

Management has received multiple, recent concerns from residents who are reporting dogs loose in the community more and more frequently. In addition to being potentially dangerous to people walking in the neighborhood, and soiling yards/common area, the dogs have been observed running in the street which is also very hazardous to drivers — not to mention the dogs’ health! Unrestrained dogs violate Municipal Code, as well as CHRA Rules.

If you or your tenants own dogs, please note the following:

- CC&Rs Section 5.11.1 states that appropriate measures must be taken to ensure any dogs at the property are always under restraint by a responsible person capable of controlling the pet. “Under restraint” means preventing pets from encountering any other residents or their pets by way of securing enclosures, securing fenced yards, by containing the pet within the home, or by restraining the pet by using a leash. Dogs must always be under restraint in common area or otherwise in any unenclosed area of the community, including the front yard/driveway.
- CC&Rs Section 5.11.2 states that pet owners are responsible for immediately removing and disposing of any waste introduced to any portion of the development by the pet.
- CC&Rs Section 5.11.4 declares the Association shall have the right to prohibit the keeping of any pet which is found to be a nuisance, following a hearing.

If you observe a dog loose in the community, it is recommended that Contra Costa County Animal Control be contacted immediately. They may be reached at 925.335.8300. **Thank you very much for your cooperation.**
Project Updates

The Board has been very busy working on the Association’s common areas. Here is an update on some current projects:

Castro Ranch Road Gravel Path
A new crushed rock path has been installed along Castro Ranch Road between Carriage Drive and Conestoga Way. This will help make a safer alternative for people who walk along that stretch of roadway. This project is nearly complete.

New Bulletin Board Kiosks
The Bulletin Board kiosks will be replaced shortly at the mailbox areas. The new kiosks will be placed in locations that will help provide better visibility for materials and will also provide less opportunity for concealment of crooks. These are scheduled to be installed approximately the first week of July.

Hazardous Pine Trees Removed
Three leaning and overgrown pine trees have been removed near the community entrances. This will help drivers’ visibility and sightlines up and down Castro Ranch Road.

Need Some Assistance?
Association Communications, Inc. (ACI) is available to help take care of issues that come up. Stefanie Nightingale is the Assistant Manager for Carriage Hills and can help with things like:

- Project Questions
- Architectural Requests
- Common Area Irrigation Repairs
- Any Community Issues

Feel free to contact her at Stefanie@acihoa.com or 925.283.4900 - Ext. 227.

She’d be glad to help!

Upcoming CHRA Business - July 16th
Board votes on curb address painting and community garage sale.

Board of Directors Meeting Schedule
2013
July 16th
August 20th
September 17th
October 15th

Board meetings are held the third Tuesday of every month at 7:00pm. No meetings held in December.

Location:
May Valley Community Center
3530 Morningside Drive in El Sobrante

An agenda for each open Board meeting is posted on the bulletin board at each of the mailbox areas four days prior to the meeting.

All CHRA owners are welcome and encouraged to attend.
BOARD OF DIRECTORS CANDIDATE INFORMATION

Explanations about being a board member can be found in the Governing Documents (specifically the Bylaws) which you received as part of your close of escrow package. If you are interested in running for election, please complete this form and return it to management or bring your form to the next regularly scheduled Board of Directors meeting. Thank you.

NAME: ________________________________________________________

ADDRESS: _____________________________________________________

PHONE: DAY: ___________________ NIGHT: ______________________

EMAIL ADDRESS: ______________________________________________

OCCUPATION: _________________________________________________

EXPERIENCE SYNOPSIS: _________________________________________

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WHY DO YOU WANT TO SERVE ON THE BOARD OF DIRECTORS? __________

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WHAT ARE YOUR GOALS FOR THE COMMUNITY? ________________________

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________________________________________________________________

Carriage Hills Residents’ Association c/o Association Communications, Inc.
533 Moraga Road, Suite 200, Moraga, CA 94556
Fax (925) 376-4901 or Email Robyn@acihoa.com
CODE OF CONDUCT FOR BOARD MEMBERS

WHEREAS, the Board of Directors ("Board") of Carriage Hills Residents Association ("Association") has the authority and responsibility to make decisions for the benefit of the entire community, and

WHEREAS, the Board wishes to ensure that it and its individual members ("Board Members") maintain a high standard of ethical conduct in the performance of the Association's business, and to ensure that the Association's members maintain confidence in and respect for the entire Board.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of the Association hereby adopts the following rules of conduct, standards of behavior, ethical rules, and enforcement procedures that are applicable to all members of the Board:

1. **Board Members shall act in the best interests of the Association as a whole.** Board members serve for the benefit of the entire community and shall, at all times, strive to do what is best for the Association as a whole. Board Members shall not use their positions as such for private gain, for example:
   - No Board Member shall solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or any other thing of monetary value from a person who is seeking a contractual or other business or financial relationship with the Association.
   - No Board Member shall accept a gift or favor made with the intent of influencing a decision or action of any official matter.
   - No Board Member shall receive any compensation from the Association for serving on the Board.
   - No Board Member shall willingly misrepresent facts to advance a personal cause or influence the community to advance a personal cause.
   - No Board Member shall use his/her position to enhance his/her financial status through the use of certain contractors or suppliers.

   The above list of examples is offered for illustration purposes only and is not intended to be exclusive.

2. **Board Members shall comply with governing documents and relevant law.** Board Members shall use their best efforts at all times to make reasonable decisions that are consistent with the Declaration, Bylaws, and other governing documents of the Association and to be familiar with all such documents. Board Members shall likewise comply with and make decisions that are consistent with all applicable laws, including, but not limited to, refraining from discriminating against any person on the basis of race, color, religion, national origin, gender, family status, or mental or physical disability.

3. **Board Members shall set high standards for themselves as Association members.** Board Members shall hold themselves to the highest standards as members of the Association, and shall in all ways comply with the provisions of the Association's governing documents.

4. **Board Members shall work within the Association's framework and refrain from unilateral action.** Board Members shall at all times work within the Association's framework and abide by the system of management established by the Association's governing documents and the Board. The Board shall conduct business in accordance with state law and the Association's governing documents and shall act upon decisions duly made, and no Board Member shall act unilaterally or contrary to such decisions. Toward that end, no Board Member shall seek to have a contract implemented that has not been duly approved by the Board or promise anything not approved by the Board to any contractor, supplier, or otherwise.

5. **Board Members shall behave professionally at meetings.** Board Members shall conduct themselves at all meetings, including board meetings, annual meetings of the members, and committee meetings, in a professional and businesslike manner. Personal attacks against other Board Members, Association members, residents, officers, management, or guests are not consistent with the best interests of the community and will not be tolerated. Language at meetings shall be kept professional. Though differences of opinion are to be expected, they must be expressed in a professional and businesslike manner.

6. **Board Members shall maintain confidentiality of information received as directors.** Board Members shall at all times maintain the confidentiality of personal, private and/or legally privileged matters involving the Association and that come to their attention as directors. Members shall also respect privacy in personal matters due to all other directors.

7. **Board Members shall disclose conflicts of interests.** Board Members shall immediately disclose to the Board any perceived or potential conflict of interest regarding any aspect of the business operations of the Association.

8. **Board Members shall refrain from defaming anyone in the community.** Board Members shall not engage in defamation, by any means, of any other Board Member, Association member, resident, or management staff member. The Association shall deem any Board Member who engages in defamation to be acting outside the scope of his/her authority at a Board Member.

9. **Board Members shall refrain from harassing Association members or residents.** Board Members shall not in any way harass, threaten, or otherwise attempt to intimidate any other Board Member, Association member, or resident. The Association shall deem any Board Member who harasses, threatens, or otherwise attempts to intimidate other Association members or residents to be acting outside the scope of his/her authority as a Board Member.

10. **Board Members shall refrain from interfering with management staff and contractors.** No Board Member shall interfere with the duties of management staff or any contractor executing a contract in progress, unless authorized by the Board. All communications with contractors must go through a designated Board Member or management staff and must otherwise be in accordance with Board policy.

11. **Board Members shall participate in all actions pursuant to the descriptions as stated in your Community By Laws.** Pursuant to Article V, Section 5.6, the Board shall carry out all duties as prescribed here within. As an amendment to Section 5.6, a Director shall not be absent for more than three consecutive meetings or a combined total of five meetings within any given 12-month period. Such failure to attend meetings will result in a vote of the remaining Board Members regarding the removal of said Member.

**Violations of Code -** Alleged violations of the Code shall be reported to the President of the Board (or Vice President, if the allegation involves the President), who shall promptly convene a meeting between the accused director and the Board. If the nature of the alleged violation permits it under Civil Code section 1366.5(a), this meeting shall be conducted in executive session. Thereafter, the Board shall, upon deliberation and a finding of violation, have the authority to sanction the director in one or more of the following ways, which are not intended to be the exclusive remedies of the Board: (1) request that the director immediately resolve the violation; (2) request a public apology from the violating director to person(s) affected by the conduct; (3) remove the director from office and/or committee position(s) that s/he may hold; (4) initiate efforts to remove the director from the Board by member vote; and/or (5) court action to enjoin the violation. If the alleged violation is also a violation of the governing documents by the director as a member, the Association shall comply with the litigation pre-filing ADR requirements of Civil Code section 1366.520 and may seek to recover attorneys' fees.