

# WESTBANK HOMEOWNERS ASSOCIATION, INC.

Monthly Meeting of the Board of Directors

June 20, 2011

1. Establish a Quorum
2. Approval of Minutes
3. Treasurer's Report
4. Security Report
5. Community Awareness Report
6. Old Business
7. New Business
8. Homeowner Input
9. Adjournment of Meeting



There was a discussion regarding a residence which has overgrown landscaping which is a hazard due to obstructed visibility for traffic.

A resident reported screens on doors and windows were slit. Resident called police but they didn't answer till the next day.

There were discussions on Neighborhood Watch and Block Captains; stickering of illegally parked ("abandoned") vehicles, and how to report a problem to the police without leaving a name.

A homeowner asked about regulations on video surveillance. Mr. Garth advised that according to Texas law it is okay unless you are invading someone's privacy, and he explained 'expectation of privacy'. There was a discussion on options of using video surveillance for vehicles entering Carriage Lane.

A homeowner had reported a suspicious-looking group of kids to the police. There was a discussion of what is considered a 'gang'.

**OLD BUSINESS** - Mr. Garth advised that the new publication of the revised/updated deed restrictions would be going to the printer shortly. Once the publication is distributed to homeowners the HOA will be able to hit violators hard. He advised that enforcement of the D/Rs involves taking people to court. This will be addressed in the publication, as well as the system of fines that will be in place before court action. There was further discussion on the drive-through process of locating violations.

**NEW BUSINESS / HOMEOWNER INPUT** - There was a discussion of whether to have a Splash Day/Community Day at the pool at the opening or closing of the swim season. It was agreed that it would be better to hold it at the end of the season.

It was noted that the Boy Scouts have just stated up in the area again (Troop 788).

Mrs. Alleman noted the people working for the M.U.D. have been doing their best to do as little "unsettling" of homeowners' yards while replacing the water pipes, and have done great replacement work on all the 'movements' they've done.

There was a discussion on the structure over the baby pool. It was agreed that this needs to be removed and replaced. Mr. Phillips will get estimates for take-down and haul-off.

**There being no further business, Mr. Phillips moved that the Meeting be adjourned. The motion was seconded by Ms. Hurlbut and passed with all in favor. The Meeting was adjourned at 9:00 p.m.**

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Secretary

# Westbank Homeowners Association, Inc.

## Profit & Loss Budget vs. Actual

May, 2011 & Y.T.D.

	TOTAL							
	May 11	Budget	\$ Over Budget	% of Income	Jan - May 11	Budget	\$ Over Budget	% of Income
<b>Income</b>								
<b>2011 MFEE INCOME</b>	45,600.00	45,600.00	0.00	0.0%	172,177.00	172,177.00	0.00	0.0%
<b>OTHER INCOME</b>								
Deed Restriction Fines	0.00	625.00	-625.00	-1.08%	0.00	625.00	-625.00	-0.27%
Service Fee - 3 Payment Option	64.00	32.00	32.00	0.06%	480.00	339.00	141.00	0.06%
MUD Cont. Deputy Income	11,991.00	11,991.00	0.00	0.0%	59,955.00	59,955.00	0.00	0.0%
Interest on Money Market	48.42	41.00	7.42	0.01%	254.97	205.00	49.97	0.02%
Pool Guest Fees	0.00	25.00	-25.00	-0.04%	0.00	25.00	-25.00	-0.01%
Coke Machine	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Mgmt Collection Fees	40.00	0.00	40.00	100.0%	445.00	0.00	445.00	100.0%
Atty Collection Fees	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Mgmt Deed Rstn Fees	0.00				40.00			
Atty Deed Rstn Fees	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Penalty & Int Income	34.19	540.00	-505.81	-0.87%	90.54	2,700.00	-2,609.46	-1.11%
Mowing Income	240.00	500.00	-260.00	-0.45%	800.00	500.00	300.00	0.13%
Clubhouse Rental	0.00	166.00	-166.00	-0.29%	600.00	830.00	-230.00	-0.1%
<b>Total OTHER INCOME</b>	<u>12,417.61</u>	<u>13,920.00</u>	<u>-1,502.39</u>	<u>-2.59%</u>	<u>62,665.51</u>	<u>65,179.00</u>	<u>-2,513.49</u>	<u>-1.07%</u>
<b>Total Income</b>	58,017.61	59,520.00	-1,502.39	-2.59%	234,842.51	237,356.00	-2,513.49	-1.07%
<b>Expense</b>								
<b>ADMINISTRATIVE EXPENSE</b>								
Coke Machine	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Sterling OLD Loan Interest	483.00	483.00	0.00	0.0%	2,216.00	2,415.00	-199.00	-0.09%
Sterling NEW Loan Interest	458.00	458.00	0.00	0.0%	2,458.00	2,290.00	168.00	0.07%
Annual Meeting	0.00	0.00	0.00	0.0%	0.00	100.00	-100.00	-0.04%
Bad Debt	1,011.36	1,666.00	-654.64	-1.13%	4,621.74	8,330.00	-3,708.26	-1.58%
Bank Service Charge	102.69	42.00	60.69	0.11%	554.77	210.00	344.77	0.15%
Board Meeting Expense	0.00	0.00	0.00	0.0%	0.00	100.00	-100.00	-0.04%
Postage	1,545.93	583.00	962.93	1.66%	3,334.10	2,915.00	419.10	0.18%
Donations	0.00	0.00	0.00	0.0%	0.00	250.00	-250.00	-0.11%
Newsletter Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Office Supplies	0.00	8.00	-8.00	-0.01%	92.19	40.00	52.19	0.02%
Translations-English to Spanish	0.00				77.76			
<b>Total ADMINISTRATIVE EXPENSE</b>	<u>3,600.98</u>	<u>3,240.00</u>	<u>360.98</u>	<u>0.62%</u>	<u>13,354.56</u>	<u>16,650.00</u>	<u>-3,295.44</u>	<u>-1.4%</u>
<b>Community Improvements</b>								
Events, Projects & Improvements	207.69	1,666.00	-1,458.31	-2.51%	2,616.83	8,330.00	-5,713.17	-2.43%
<b>Total Community Improvements</b>	<u>207.69</u>	<u>1,666.00</u>	<u>-1,458.31</u>	<u>-2.51%</u>	<u>2,616.83</u>	<u>8,330.00</u>	<u>-5,713.17</u>	<u>-2.43%</u>
<b>CONTRACT SERVICES</b>								
Exterminating	0.00	0.00	0.00	0.0%	193.76	200.00	-6.24	-0.0%
<b>Westbank H.O.A., Inc.</b>								

# Westbank Homeowners Association, Inc.

## Profit & Loss Budget vs. Actual

May, 2011 & Y.T.D.

TOTAL

	May 11	Budget	\$ Over Budget	% of Income	Jan - May 11	Budget	\$ Over Budget	% of Income
<b>Patrol Services</b>	15,988.00	15,988.00	0.00	0.0%	79,940.00	79,940.00	0.00	0.0%
Patrol Services - Overtime	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Patrol Services - Equipment	0.00	0.00	0.00	0.0%	0.00	250.00	-250.00	-0.11%
Pool Contract Management	4,100.00	4,651.00	-551.00	-0.95%	6,660.00	7,323.00	-663.00	-0.28%
Association Management	3,570.00	3,570.00	0.00	0.0%	18,020.00	17,850.00	170.00	0.07%
Mosquito Fogging	0.00	416.00	-416.00	-0.72%	0.00	416.00	-416.00	-0.18%
<b>Total CONTRACT SERVICES</b>	<u>23,658.00</u>	<u>24,625.00</u>	<u>-967.00</u>	<u>-1.67%</u>	<u>104,813.76</u>	<u>105,979.00</u>	<u>-1,165.24</u>	<u>-0.5%</u>
<b>DEED RESTRICTION ENFORCEMENT</b>								
Force Mows	240.00	400.00	-160.00	-0.28%	800.00	400.00	400.00	0.17%
<b>Total DEED RESTRICTION ENFORCEMENT</b>	<u>240.00</u>	<u>400.00</u>	<u>-160.00</u>	<u>-0.28%</u>	<u>800.00</u>	<u>400.00</u>	<u>400.00</u>	<u>0.17%</u>
<b>MAINTENANCE EXPENSE</b>								
<b>Groundskeeping Mgmt</b>								
Landscaping Contract	3,885.00	4,000.00	-115.00	-0.2%	14,070.00	12,800.00	1,270.00	0.54%
Misc. Grounds Maintenance	2,174.00	208.00	1,966.00	3.39%	2,902.42	1,040.00	1,862.42	0.79%
Shrubbery	0.00	83.00	-83.00	-0.14%	255.00	415.00	-160.00	-0.07%
<b>Total Groundskeeping Mgmt</b>	<u>6,059.00</u>	<u>4,291.00</u>	<u>1,768.00</u>	<u>3.05%</u>	<u>17,227.42</u>	<u>14,255.00</u>	<u>2,972.42</u>	<u>1.27%</u>
Curb Numbering	0.00	15,000.00	-15,000.00	-25.85%	0.00	15,000.00	-15,000.00	-6.39%
Tennis Court	0.00	200.00	-200.00	-0.35%	0.00	200.00	-200.00	-0.09%
Sprinkler System	0.00	292.00	-292.00	-0.5%	1,069.00	1,460.00	-391.00	-0.17%
Recreation Center	700.00	208.00	492.00	0.85%	1,449.22	1,040.00	409.22	0.17%
Clubhouse	204.70	125.00	79.70	0.14%	263.92	625.00	-361.08	-0.15%
<b>Total MAINTENANCE EXPENSE</b>	<u>6,963.70</u>	<u>20,116.00</u>	<u>-13,152.30</u>	<u>-22.67%</u>	<u>20,009.56</u>	<u>32,580.00</u>	<u>-12,570.44</u>	<u>-5.35%</u>
<b>POOL EXPENSES</b>								
Pool Pump Repair	1,142.36	208.00	934.36	1.61%	1,570.01	1,040.00	530.01	0.23%
Pool Repairs	0.00	167.00	-167.00	-0.29%	16,651.75	12,664.00	3,987.75	1.7%
Swimming Identification	0.00	1,000.00	-1,000.00	-1.72%	0.00	1,000.00	-1,000.00	-0.43%
Pool Expenses	2,300.00	500.00	1,800.00	3.1%	2,300.00	500.00	1,800.00	0.77%
Pool Chemicals	0.00	0.00	0.00	0.0%	0.00	1,000.00	-1,000.00	-0.43%
Pool Supplies/Equipment	0.00	500.00	-500.00	-0.86%	801.10	500.00	301.10	0.13%
<b>Total POOL EXPENSES</b>	<u>3,442.36</u>	<u>2,375.00</u>	<u>1,067.36</u>	<u>1.84%</u>	<u>21,322.86</u>	<u>16,704.00</u>	<u>4,618.86</u>	<u>1.97%</u>
<b>PROFESSIONAL EXPENSES</b>								
<b>Attorney Collection Fees</b>								
Court Costs	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Title Searches	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Atty Deed Restriction Fee	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Corporate Legal Fees	0.00	0.00	0.00	0.0%	0.00	500.00	-500.00	-0.21%
Atty Collection Fee	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%

## Westbank Homeowners Association, Inc.

### Profit & Loss Budget vs. Actual

May, 2011 & Y.T.D.

	TOTAL							
	May 11	Budget	\$ Over Budget	% of Income	Jan - May 11	Budget	\$ Over Budget	% of Income
<b>Total Attorney Collection Fees</b>	0.00	0.00	0.00	0.0%	0.00	500.00	-500.00	-0.21%
<b>Management Collection Fees</b>								
<b>3 Payment Option Service Fees</b>	64.00	32.00	32.00	0.06%	432.00	339.00	93.00	0.04%
<b>Forced Mow Admin Trip Chgs</b>	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>NSF Check Service Fees</b>	0.00	0.00	0.00	0.0%	0.00	150.00	-150.00	-0.06%
<b>Collection Fees</b>	275.00	0.00	275.00	100.0%	1,150.00	0.00	1,150.00	100.0%
<b>Total Management Collection Fees</b>	339.00	32.00	307.00	0.53%	1,582.00	489.00	1,093.00	0.47%
<b>Audit - Tax Preparation</b>	0.00	0.00	0.00	0.0%	0.00	2,400.00	-2,400.00	-1.02%
<b>Dues &amp; Subscriptions</b>	0.00	0.00	0.00	0.0%	75.00	350.00	-275.00	-0.12%
<b>Total PROFESSIONAL EXPENSES</b>	339.00	32.00	307.00	0.53%	1,657.00	3,739.00	-2,082.00	-0.89%
<b>TAX &amp; INSURANCE</b>								
<b>D &amp; O Insurance</b>	333.00	333.00	0.00	0.0%	1,665.00	1,665.00	0.00	0.0%
<b>TCPP &amp; Umbrella Insurance</b>	1,875.00	1,875.00	0.00	0.0%	9,375.00	9,375.00	0.00	0.0%
<b>Uninsured Auto Insurance</b>	20.00	20.00	0.00	0.0%	100.00	100.00	0.00	0.0%
<b>Fidelity Bond</b>	29.00	29.00	0.00	0.0%	145.00	145.00	0.00	0.0%
<b>Property Tax</b>	0.00	0.00	0.00	0.0%	9.00	30.00	-21.00	-0.01%
<b>Total TAX &amp; INSURANCE</b>	2,257.00	2,257.00	0.00	0.0%	11,294.00	11,315.00	-21.00	-0.01%
<b>UTILITIES</b>								
<b>Elec. Street Lights</b>	5,437.05	6,250.00	-812.95	-1.4%	26,475.80	31,250.00	-4,774.20	-2.03%
<b>Elec. Rec Center</b>	762.36	1,250.00	-487.64	-0.84%	4,232.16	6,250.00	-2,017.84	-0.86%
<b>Elec. Sprinklers</b>	15.36	25.00	-9.64	-0.02%	75.41	125.00	-49.59	-0.02%
<b>Water - Rec. Center/Pool</b>	730.13	415.00	315.13	0.54%	1,594.01	2,075.00	-480.99	-0.21%
<b>Water - Sprinkler</b>	546.31	625.00	-78.69	-0.14%	2,293.16	3,125.00	-831.84	-0.35%
<b>Telephone</b>	169.99	250.00	-80.01	-0.14%	849.42	1,250.00	-400.58	-0.17%
<b>Total UTILITIES</b>	7,661.20	8,815.00	-1,153.80	-1.99%	35,519.96	44,075.00	-8,555.04	-3.64%
<b>Total Expense</b>	48,369.93	63,526.00	-15,156.07	-26.12%	211,388.53	239,772.00	-28,383.47	-12.09%
<b>Net Income</b>	<u>9,647.68</u>	<u>-4,006.00</u>	<u>13,653.68</u>	<u>23.53%</u>	<u>23,453.98</u>	<u>-2,416.00</u>	<u>25,869.98</u>	<u>11.02%</u>

**Westbank Homeowners Association, Inc.**  
**Balance Sheet**  
 As of May 31, 2011

	May 31, 11
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Sterling Sweep Account	
Operating Funds	247,769.52
Reserve Funds	15,000.00
<b>Total Sterling Sweep Account</b>	262,769.52
Sterling Operating	206.44
Southwest Bank of Texas	392.08
Petty Cash	250.00
<b>Total Checking/Savings</b>	263,618.04
<b>Accounts Receivable</b>	
<b>Accounts Receivable</b>	
A/R 1990's	9,185.54
A/R 2000	
A/R MAINTENANCE FEES 2000	282.99
Force mows 2000	210.00
Interest	79.98
Legal/Collection	1,426.69
PrePaid Legal	934.00
Returned Checks	259.39
Synergy Collection Fee	378.06
<b>Total A/R 2000</b>	3,571.11
<b>Maintenance Fees 2001</b>	
Force Mow 2001	395.00
Interest on Outstanding M. Fees	577.02
Maintenance Fees 2001 - Other	1,051.10
<b>Total Maintenance Fees 2001</b>	2,023.12
<b>Maintenance Fees 2002</b>	
2002 Attorney & Mgmt Col. Fees	1,085.00
Maintenance Fees 2002 - Other	654.17
<b>Total Maintenance Fees 2002</b>	1,739.17
<b>Maintenance Fees 2003</b>	
2003 Forecd Mows & Admin Chgs	5.00
2003 Penalty & Interest	50.00
Maintenance Fees 2003 - Other	1,652.82
<b>Total Maintenance Fees 2003</b>	1,707.82
<b>Maintenance Fees 2004</b>	
2004 Forced Mows	274.00
2004 Attorney Fees	1,997.32
2004 Synergy Collection Fees	419.20
Maintenance Fees 2004 - Other	2,479.74
<b>Total Maintenance Fees 2004</b>	5,170.26
<b>Maintenance Fees 2005</b>	
2005 NSF Checks	30.00
2005 Attorney Fees	1,062.67
2005 Synergy Collection Fees	1,262.10
Maintenance Fees 2005 - Other	1,935.51
<b>Total Maintenance Fees 2005</b>	4,290.28
<b>Maintenance Fees 2006</b>	
Force Mows	280.00
2006 NSF Checks	1,358.00
2006 Interest	130.00
2006 Attorney Fees	2,814.35
2006 Synergy Collection Fees	1,197.00
Maintenance Fees 2006 - Other	3,747.70
	3,747.70



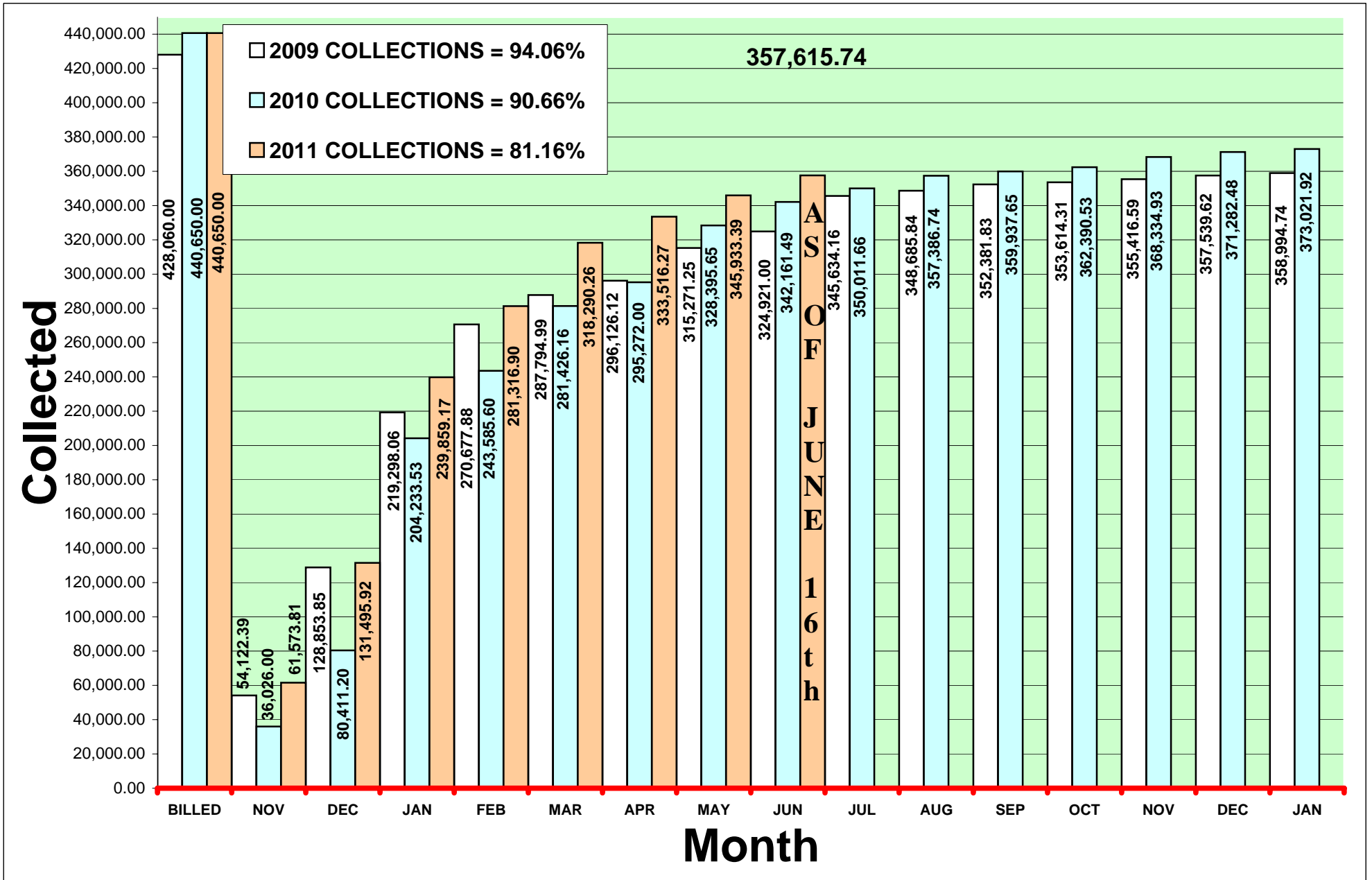
**Westbank Homeowners Association, Inc.**  
**Balance Sheet**  
 As of May 31, 2011

	May 31, 11
Total Maintenance Fees 2006	9,527.05
<b>Maintenance Fees 2007</b>	
2007 Attorney's Fees	3,304.76
2007 Collection Fees	1,825.00
2007 Transfer & Collection Fees	1,034.00
2007 Force Mows	1,362.65
Maintenance Fees 2007 - Other	8,691.11
Total Maintenance Fees 2007	16,217.52
<b>Maintenance Fees 2008</b>	
2008 Interest on Account	1,148.35
2008 Forced Mows	2,213.00
2008 Attorney's Fees	18,161.70
2008 NSF	423.24
2008 Synergy - 3 Payment Option	1,334.68
Maintenance Fees 2008 - Other	16,688.36
Total Maintenance Fees 2008	39,969.33
<b>Maintenance Fees 2009</b>	
2009 Interest on Account	1,256.93
2009 Force Mows	2,477.88
2009 - Synergy Collect & Other	240.00
Maintenance Fees 2009 - Other	25,386.14
Total Maintenance Fees 2009	29,360.95
<b>Maintenance Fees 2010</b>	
2010 - Synergy Collect & Other	14,119.67
2010 - Interest on Account	4,004.44
2010 - NSF Checks	480.00
2010 - Attorney's Fees	7,776.83
Maintenance Fees 2010 - Other	39,643.30
Total Maintenance Fees 2010	66,024.24
Atty Collection Trust Account	-14,397.11
<b>Maintenance Fees 2011</b>	
2011 - Force Mows	495.00
Maintenance Fees 2011 - Other	94,716.61
Total Maintenance Fees 2011	95,211.61
<b>Maintenance Fees 2012</b>	-53.00
<b>Total Accounts Receivable</b>	269,547.89
Total Accounts Receivable	269,547.89
<b>Other Current Assets</b>	
Undeposited Funds	-11,991.00
Total Other Current Assets	-11,991.00
<b>Total Current Assets</b>	521,174.93
<b>Fixed Assets</b>	
Accumulated Depreciation	-206,734.00
<b>Fixed Assets</b>	
Building Remodeling	
Appliances	2,280.00
Building Remodeling - Other	149,841.76
Total Building Remodeling	152,121.76
Building	2,172.32
Clubhouse Furniture	3,406.44
Fence	9,197.00
Gazebo	16,740.00
New Building	4,335.34

**Westbank Homeowners Association, Inc.**  
**Balance Sheet**  
 As of May 31, 2011

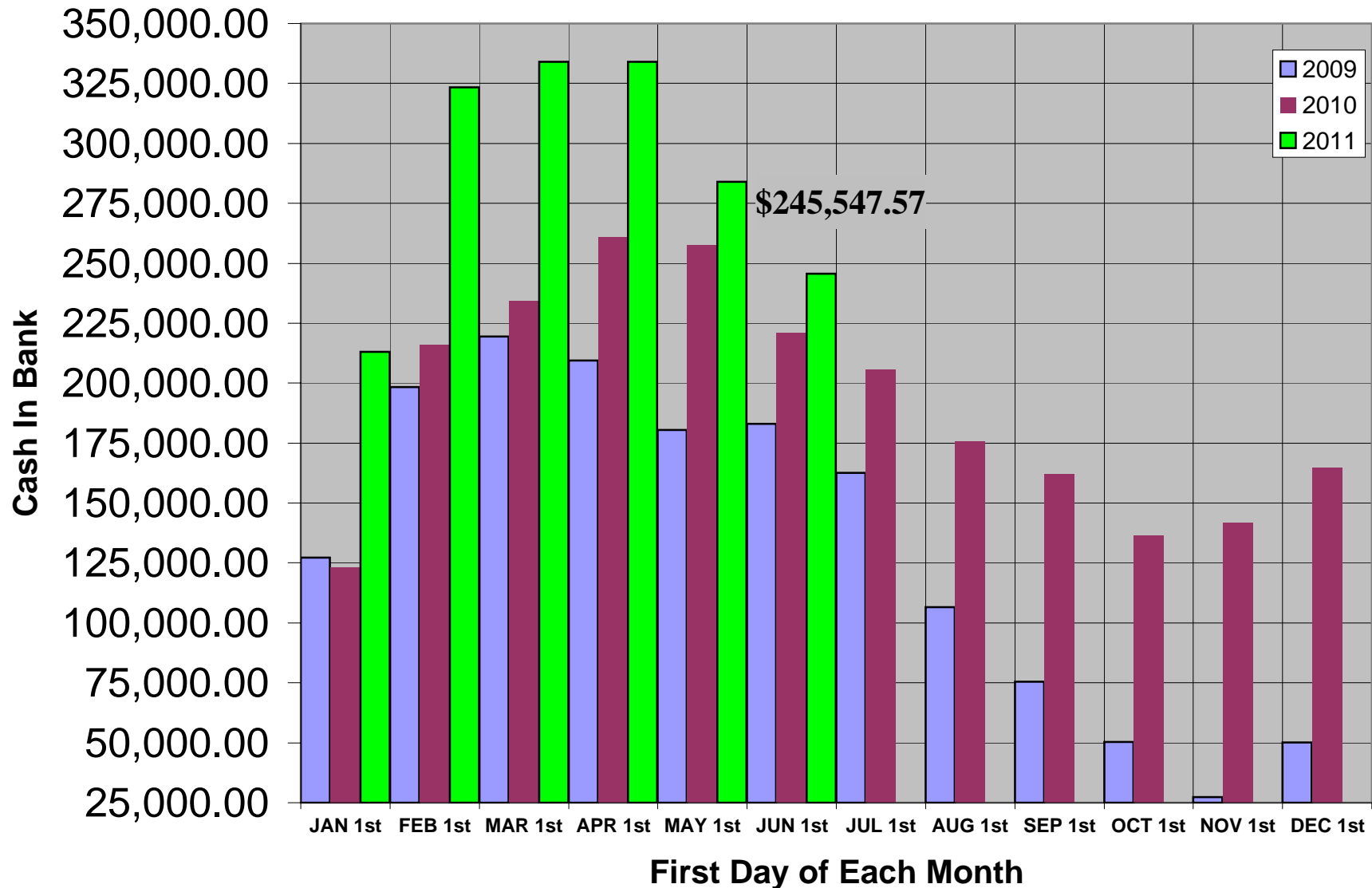
	May 31, 11
Pool Lights	11,546.51
Pool Repairs	148,507.32
Pumphouse	4,350.00
Signs	1,633.05
Swimming Pool (New Pool)	293,359.20
Total Fixed Assets	647,368.94
Total Fixed Assets	440,634.94
Other Assets	
Other Assets	
Pre-Paid Insurance	5,419.44
Total Other Assets	5,419.44
Total Other Assets	5,419.44
<b>TOTAL ASSETS</b>	<b>967,229.31</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-8,633.59
Total Accounts Payable	-8,633.59
Other Current Liabilities	
Current liabilities	
Unearned Income from 2011 MFEES	268,473.00
Total Current liabilities	268,473.00
Total Other Current Liabilities	268,473.00
Total Current Liabilities	259,839.41
Long Term Liabilities	
Long Term Liabilities	
Sterling Bank 100K Loan 7-30-07	77,277.79
Sterling Bank-Loan 1	54,708.64
Total Long Term Liabilities	131,986.43
Total Long Term Liabilities	131,986.43
Total Liabilities	391,825.84
Equity	
Retained Earnings	551,949.49
Net Income	23,453.98
Total Equity	575,403.47
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>967,229.31</b>

# 2011 vs 2010 vs 2009 Maintenance Fee Collections



# WESTBANK H.O.A., INC.

## Cash in Bank - 2009 - 2010 - 2011 Comparisons



# IT'S HERE ! ! !

To the Board:

As you can see, we have finally received 2,500 copies of our “handbook.” Paulann and I, and we hope you also, think that it looks “fantastic.” Paulann and I have showed the publication to some other HOA and HOA Security people and all seem to be extremely impressed.

Now we have another hurdle and that is the distribution to all of our homeowners and residents. Paulann and I chat frequently and started brainstorming distribution methodology a month or two ago. Obviously we want to get this publication into the hands of every resident and owner of a home. Each handbook weighs 8.7 ounces and one copy costs \$2.38 to mail. We believe that it would be a good idea to distribute the magazine to every Carriage Lane “*Resident*,” whether they are an owner or a tenant.

Our records indicate that people with “offsite” addresses own 234 properties. This is the only method we can use to determine the probable number of rental homes in Westbank and I would hazard a guess that it is within 2 or 3% of the actual number of rental homes. This means that 18.59% of the homes are “rental homes.” We want the renters to know what the rules are, but the owners of the houses are also entitled to have a handbook as well. Many “landlords” own more than one home in the subdivision, a couple own as many as six homes. After distribution to each home, we want to write each offsite owner, explain that we have distributed a handbook to his or her tenants, and that the handbook is available in magazine form on the internet. Additionally we want to encourage multiple property owners to just get one “handbook” as opposed to one for each home they own. We want to try to limit the number we have to mail, so we will try to get the offsite property owners to pick their copy(s) up at the pool. We are also distributing with the handbook a note to every recipient, which points out to renters that the handbook is the property of the homeowner and should be left with the owner when they move out.

I have made lists of each 100 Block in the subdivision. Each list has from 4 to 48 homes on it. These lists will be assigned to as many volunteers and block captains as we can find to deliver to each home on their list. The list allows us to “number” each magazine as it is distributed, and there is a place for the recipient to “sign for the handbook.”

While some thought has gone into this process to maximize the number of homes that successfully and verifiably receive the handbook, if you have additional ideas, please share them with us. I have attached a sample of the handout for recipient residents, one of the “100” block sheets, and our instruction sheets for people distributing the handbook, just FYI.

Tom

# WESTBANK H.O.A., INC. HANDBOOK DISTRIBUTION

**8500 BLOCK  
RIVERSIDE WALK LN  
13 HOUSES**

Address	Copy #	Signature of Recipient	Residency Status	Owner(s) on HOA Records
8502 Riverside Walk Ln	1791	_____	<input type="checkbox"/> Renter <input type="checkbox"/> Owner	Charles G & Cyndie Miller
8506 Riverside Walk Ln	1792	_____	<input type="checkbox"/> Renter <input type="checkbox"/> Owner	Michael A. Winklmeier
8510 Riverside Walk Ln	1793	_____	<input checked="" type="checkbox"/> Renter <input type="checkbox"/> Owner	Ramesh & Madhuri Kapur
8514 Riverside Walk Ln	1794	_____	<input type="checkbox"/> Renter <input type="checkbox"/> Owner	Diaz, Alfredo Jr
8515 Riverside Walk Ln	1795	_____	<input type="checkbox"/> Renter <input type="checkbox"/> Owner	Farooq S Iqbal, Hilda Gonzalez
8518 Riverside Walk Ln	1796	_____	<input checked="" type="checkbox"/> Renter <input type="checkbox"/> Owner	Wesley & Dianne Turner
8519 Riverside Walk Ln	1797	_____	<input type="checkbox"/> Renter <input type="checkbox"/> Owner	Dale J & Carol S Montalbano
8522 Riverside Walk Ln	1798	_____	<input type="checkbox"/> Renter <input type="checkbox"/> Owner	Maynor Chavez & Myra Franco
8523 Riverside Walk Ln	1799	_____	<input type="checkbox"/> Renter <input type="checkbox"/> Owner	John & Rose Johnson
8526 Riverside Walk Ln	1800	_____	<input type="checkbox"/> Renter <input type="checkbox"/> Owner	Richard Jr & Wendy S Preston
8527 Riverside Walk Ln	1801	_____	<input checked="" type="checkbox"/> Renter <input type="checkbox"/> Owner	First Merc. Hlding c/o Kathy Hodge
8530 Riverside Walk Ln	1802	_____	<input type="checkbox"/> Renter <input type="checkbox"/> Owner	Eduardo Javier Noguera
8531 Riverside Walk Ln	1803	_____	<input type="checkbox"/> Renter <input type="checkbox"/> Owner	Rodney & Shelley Morley

# Carriage Lane Handbook Distribution

Thank you so much for volunteering to distribute the Association's new handbook to your nearby neighbors. The cost of mailing these Handbooks would nearly exceed the cost of the handbook itself, so your help is greatly appreciated. We believe that your service to the community and the new handbook will soon result in an increase in your and all other Carriage Lane homeowners. THANK YOU.

Below are some notes that we would like you to be familiar with as you distribute the new handbook to your assigned homes.

1. We would like to have all recipients of the manual sign that they have received the manual. However, we know that some people will refuse to sign for the document. Do not worry, just fill in the signature line for that property with, "hand-delivered" by {your name}. If they won't take the handbook, just tell them that your "are leaving it by their door." And leave it leaning against the door.
2. If no one is home at a house and the house appears to be lived in, please come back at another time when the residents are at home. If the house appears to be vacant, please write VACANT on the signature line by that house.
3. If no adult is present, you may want to return to that home when they are home. If however, the child answering the door appears to be responsible and you believe they will deliver the handbook to their parents then leave it with them. You may leave the handbook with any adult that comes to the door.
4. Your signature sheet has some addresses where "Renter" appears in red. These are the homes that our records show are owned by offsite owners. Occasionally these homes will not be rented but will be occupied by the owner, and that is ok, just check the box by "Owner." Please try to find out whether each house is owned or rented and check the appropriate box on your signature sheet.
5. An occasional homeowner may be very offensive, scary, and belligerent. If so, just leave the property. **WE VALUE YOUR HEALTH AND SAFETY AND DON'T WANT YOU TO BE HURT OR SCARED UNNECESSARILY.** Just make a note of the incident on your signature sheet.
6. Please number each handbook on the inside front cover of the English side, top right corner. Please hand one of your flyers to each person as you hand them their handbook.
7. If you have any experiences we haven't anticipated please make of note of them and pass it on to us. **AGAIN THANKS VERY MUCH FOR YOUR HELP!**

## Carriage Lane – Deed Restrictions / Rules & Regulations

A committee of Carriage Lane homeowners and your HOA Board of Directors have created and printed a handbook of Rules and Regulations for each homeowner and resident in Carriage Lane. Please note that the handbook is the property of the OWNER of each house. If you are a renter you must leave the handbook in your home when your lease is up.

The Association will soon begin enforcing the new rules that may be found in the handbook you are being given today. After each home has received their handbook, the handbooks will cost \$12.50 to replace. A web version of the handbook will soon be available on the Association website, the address (URL) of which is contained in the handbook.

For those homeowners that take care of their property, the new Rules and Regulations will not affect you very much. Except that they will affect your neighbors who do not take care of their property, hopefully “encouraging” them to do so. We urge each adult resident to please read the Rules and Regulations and explain pertinent rules to all in your household.

## Carriage Lane – Restricciones de Escrituras / Reglas y Reglamentos

Un comité de los propietarios de Carriage Lane y su Consejo de Administración de la Asociación de Propietarios (o HOA, por sus siglas en inglés) ha creado e imprimido un manual de las Reglas y Reglamentos para cada propietario y residente en Carriage Lane. Favor de notar que el manual es la propiedad del DUEÑO de cada casa. Si usted es un arrendatario usted debe dejar el manual en su casa cuando se termine su contrato de arrendamiento.

La Asociación puntualmente comenzará hacer cumplir con las nuevas reglas que se pueden encontrar en el manual que se le está entregando hoy día. Después que cada casa haya recibido su manual, los manuales costarán \$12.50 para reemplazarlos. Dentro de poco una versión web del manual estará disponible en el sitio web de la Asociación, la dirección (URL) de cual está contenido en el manual.

Para aquellos propietarios que mantienen su propiedad, las nuevas reglas y Reglamentos no los afectará mucho a ustedes. Salvo que ellas efectuarán a sus vecinos que no mantienen sus propiedades, esperanzadamente “alentándolos” que lo hagan. Nosotros animamos a cada residente adulto que por favor lea las Reglas y Reglamentos y les expliquen las reglas pertinentes a todos los miembros de su hogar.