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Welcome and Purpose
This document has been prepared to provide you with a brief overview of the policies, rules and regulations for Carriage Hill Homeowners’ Association. Please retain this publication in your files as a handy reference. New copies and replacement pages for outdated information will be provided to you at no cost. Should you need duplications of the document for the sale or refinancing of your residence, there will be an additional charge.

The Covenants, Conditions and Restrictions (CC&Rs), combined with the Bylaws, the Articles of Incorporation, and the Rules and Regulation, are the legal governing documents for the Carriage Hill Homeowners’ Association. While this Homeowners’ Policy, Rules and Regulations Manual summarizes and augments many of the concepts outlined in the CC&Rs and Bylaws it does not amend, interpret or change any statement therein. Each homeowner is urged to read the CC&Rs and Bylaws carefully to gain a better understanding of their contents.

(Please keep the annual mailing documents mailed to you on about May 29, 2007 with this Manual for additional reference.)

Homeowners are asked to contact any member of the Board of Directors of Carriage Hill Homeowners’ Association, Committee Chairman, or the Property Manager should they have any question regarding the operation of the Association’s affairs.

Carriage Hill Homeowners’ Association
Carriage Hill Homeowners’ Association is a Planned Unit Development made up of 45 homes: 44 of these homes consist of duplexes and quadroplexes, and one home is a free standing building. Owners own their separate units and each has an undivided interest in the common area. Carriage Hill Homeowners’ Association is a non-profit corporation organized under the laws of the State of California.

Carriage Hill is governed by its Covenants, Conditions and Restrictions (CC&Rs) as amended June 23, 2004, and February 23, 2007, by its Articles of Incorporation, its Rules, Regulations and Policies, and by its Bylaws. The Carriage Hill Board of Directors has the authority to enforce the Association’s governing documents, and to implement and enforce the Rules and Regulations and Policies.

The Board usually meets the third Monday of each month at 3:00 PM in the clubhouse. All owners are welcome to attend. An annual meeting of the owners is generally held each year on the third Thursday in July or as close as possible to that date.

Channels of Communication with the Board and Management
Any inquiries regarding the Association, or any homeowner concerns may be addressed to any board member who will direct the inquiry to a committee or to management if the issue is of common concern. Issues or concerns requiring Board discussion will be placed on the next regularly scheduled Board meeting agenda. Please refer to your member listing for the names and phone numbers of directors and officers.

OWNERS: PLEASE ADVISE YOUR GUESTS OF ALL THE RULES AND POLICIES. THANK YOU.
**CARRIAGE HILL HOMEOWNERS ASSOCIATION**

**ROSTER**

**OF BOARD MEMBERS**

**AND**

**COMMITTEE CHAIRPERSONS**

**July 2010 – June 2011**

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<thead>
<tr>
<th>Name</th>
<th>Address</th>
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<tbody>
<tr>
<td>Charlie Cox</td>
<td>4511 CH Drive</td>
<td>683 8955</td>
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<tr>
<td></td>
<td>President</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Architecture</td>
<td>Committee Chairman</td>
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<tr>
<td>Burt Chortkoff</td>
<td>4544 CH Drive</td>
<td>967 4527</td>
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<tr>
<td></td>
<td>Vice President</td>
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<td></td>
<td>Facilities Chairman</td>
<td></td>
</tr>
<tr>
<td>Lene Shutt</td>
<td>523 CH Court</td>
<td>967-1205</td>
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<tr>
<td></td>
<td>Secretary</td>
<td></td>
</tr>
<tr>
<td>Marty Conoley</td>
<td>527 CH Court</td>
<td>681-7030</td>
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<tr>
<td></td>
<td>Treasurer</td>
<td></td>
</tr>
<tr>
<td>Barbara Rack</td>
<td>4563 CH Drive</td>
<td>964 0487</td>
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<tr>
<td></td>
<td>Landscape Committee Chairman</td>
<td></td>
</tr>
<tr>
<td>Ed Marini</td>
<td>4505 CH Drive</td>
<td>967 1585</td>
</tr>
<tr>
<td></td>
<td>Utilities Chairman</td>
<td></td>
</tr>
<tr>
<td>Ann Brumbach</td>
<td>513 CH Court</td>
<td>964 5321</td>
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Management – St. John & Associates

(24 hours) 683-1793

Contact – Clay Murdy ctmurdy@gmail.com

Clubhouse phone number 683-9670
CARRIAGE HILL HOMEOWNERS ASSOCIATION

COMMITTEE RESPONSIBILITIES

ARCHITECTURAL COMMITTEE
The role of this committee is to review plans and approve applications for improvements, construction, and landscaping modifications as defined in Article V of the CC&Rs.

FACILITIES COMMITTEE
The role of this committee is to manage the exterior of all residences, roofs, gutters, and downspouts of all residences, the appearance of all residences, the clubhouse, pool and other buildings, walls, and fences.

UTILITIES COMMITTEE
The role of this committee is to manage the irrigation system, electrical systems, potable water usage, the roads and Association plumbing.

LANDSCAPE COMMITTEE
The role of this committee is to manage and maintain the trees, shrubs, flowers, lawns, fruit collection and Association landscape equipment.
Carriage Hill Homeowners Association  
Emergency Phone List  

(the Director at the top of each section calls the 5-6 persons under his/her name. President Cox starts the phone tree by calling the Directors.)  

**DIRECTORS**  
**Cox**: 683-8955  
Shutt 967 1205  
Rack: 964-0487  
Chortkoff: 967-4527  
Marini: 967-1585  
Conoley 681-7030  
Brumbach 964 5321

<table>
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<tr>
<th>Schutt</th>
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<tr>
<td>Braniff 696 9474</td>
<td>Brandon/Schaefer 818 939 2499</td>
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<tr>
<td>Lunt: 563-0768</td>
<td>Stancer: 692-1914</td>
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<tr>
<td><strong>Graham 969 1810</strong></td>
<td>Jackson: 964-3226</td>
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<tr>
<td>Kain 967 6864</td>
<td>Straehley: 681-9021</td>
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<tr>
<td>Barlow: 964-4335</td>
<td>Brummel: 964-2279</td>
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<tr>
<td>Bartlett: 967-7048</td>
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<td>Conoley 681 7030</td>
<td>Walsh: 967-6300</td>
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<tr>
<td>Gordon 967 2437</td>
<td>Borick: 683-7455</td>
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<tr>
<td>Piper: 683-0515</td>
<td>Price: 964-5209</td>
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<tr>
<td>Gelb: 845-5511</td>
<td>Pavlov: 967 6440</td>
</tr>
<tr>
<td>Van Arsdale 696 9317</td>
<td>Hauck &amp; Feuerbacher 967-2335</td>
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<tr>
<th>Koornwinder</th>
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<tr>
<td>Symons: 683-3451</td>
<td>Gould: 964-6568</td>
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<tr>
<td>Quijano: 692-5050</td>
<td>Caswell: 964-9012</td>
</tr>
<tr>
<td>Smith: 692-8704</td>
<td>Pollard: 964-1560</td>
</tr>
<tr>
<td>Barker: 683-0098</td>
<td>Coldren 681 9161</td>
</tr>
<tr>
<td>Sharp-Powell: 964-3746</td>
<td>Jewesson 687 1683</td>
</tr>
<tr>
<td></td>
<td><strong>Hamer 681-9423</strong></td>
</tr>
<tr>
<td></td>
<td>Collier &amp; Greenberg 964 0940</td>
</tr>
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Please advise your guests and visitors of all applicable rules and policies.

Maintenance and Management
The homeowner is responsible for the maintenance and repair of the home under the paint, inside the house and inside the private patio area. The Association is responsible for roofs, downspouts and gutters, exterior painting and the exterior common area.

Each homeowner pays a monthly assessment to the Association to cover operating expenses and to provide a reserve fund.

St. John & Associates is the management company for the Association. The lead contact person is Clay Murdy. St. John & Associates telephone # 683-1793 (24 hours). Clay’s email is ctmurdy@gmail.com

Monthly assessments are due on the first of the month and delinquent after the 15th of the month. Late payments incur a late charge. Homeowners are urged to use the direct bank draft procedure that is available. Contact the property manager for details. See Form A.

Grounds Maintenance
The Association maintains all front yards and common areas. The grounds are maintained by contractors hired by the Association. Residents are not to direct or interfere with landscape personnel. Owners are to submit their request, complaints or suggestions in writing to the Board by way of the Landscape Chairman or the management company for approval before commencing work. Special requests for landscaping, if approved, will be done at the homeowner’s expense.

Owners may not alter, maintain or otherwise disturb the front landscaping without prior approval. Owners may provide input to the Landscape Committee regarding the type of plants, etc. (Refer to Grounds Maintenance).

Gardeners are available for hire by homeowners only during their after-work hours.

Lease and Rental of Residences
Rental and leasing of an owner’s unit is restricted both as to the number of units that may be rented at one time and the length of the lease. Please contact the Property Manager before entering into a leasing or rental agreement for your unit. Approval must be received from the Board of Directors prior to renting a unit. See Form B.

Homes may not be rented for less than 6 months nor more than 12 months. Upon the anniversary of the lease, the owner must resubmit his/her application for renewal of the lease.

Both the tenant(s) and the homeowner must sign the form “Tenant Rule Abidance Agreement” to assure that the tenants have read and will abide by the Carriage Hill governing documents. The Lessor is responsible for the actions of the Lessee in regards to abidance with the governing documents. You may obtain the form at St. John & Associates.
Garbage and Trash
Marborg Industries services Carriage Hill. Please contact Marborg at 963-1852 for service start-up or problems. Please do not put your containers curbside. Place the waste in the waste storage area within your unit. Your waste will be picked up and delivered to the truck and the cans returned to the storage area. See Form B 3rd page.

Water
Potable water is provided by La Cumber Mutual Water Company and is included in the monthly assessment. Non-potable irrigation water is provided by the Association owned irrigation system. THE IRRIGATION WATER IS UNTREATED. IT MUST NOT BE USED FOR DRINKING.

Please note that the grounds watering is set to run on the weekends, even though the landscapers may not be on the grounds.

Household Water Shut-Off Locations
A water shut-off valve for the residence is located outside each residence immediately ahead of the water pressure regulator. Please refer to Form C for the meter locations map.

Shut-off valves near the back-flow prevention devices located in the green boxes control the water flow to four residences. Do not shut these valves off except in an emergency. After shutting the valves off immediately notify all residents impacted and the Chairman of the Utilities Committee and/or the Property Manager.

Owners who observe sprinkler leaks or other escaping water should report it to the Utilities Chairman and/or Property Manager.

Insurance
Insurance coverage for all common areas, the replacement of the residential units, and Association general liability and earthquake are purchased by the Association. Each owner is assessed a prorated annual insurance assessment based upon the square footage of the owner’s unit. Each unit owner is urged to purchase coverage for personal property, personal liability, workers compensation, loss assessment policy, etc. Please see your own insurance agent for your own appropriate coverage. See Form D.

Carbon Monoxide Alarms
The association’s insurance carrier requires that each home have a carbon monoxide alarm system installed. A carbon monoxide alarm was provided to each home in October, 2005. It is of the type that may be plugged into the wall. Please check the batteries periodically and be sure that the alarm is functioning properly according to the manufacturer’s instructions.

Landscape and Architecture
The CC&R’s state that no alteration of any kind to the fencing, the landscaping of the common area or the front or side landscaping, setbacks, or changes to the exterior of any unit may be made without prior written approval of the Architecture Committee and the Board. Requests for changes may be made through the Chairman of the Architecture Committee. See Form E.

(Note: The Board has given the review authority for landscape issues to the Landscape Committee. Please contact the Landscape Committee Chairman for requests for changes to the landscaping areas. Board approval must be received before any work may commence.)
Courtyards and Private Patios
All modifications of private patios must have the approval of the Architecture Committee and the Board. Landscaping should be planted with consideration given to the amount of water consumed and the impact it may have on neighbors.

Roofs
As the roofs are fragile, please do not walk on them or permit workmen to walk on the roofs without the prior approval and supervision of the Chairman of the Architecture Committee. Homeowners are responsible for the damage done to the roofs by them or their contractors.

Mail Service
Mail delivery is Monday through Saturday. Mail is deposited in the mail slot located in the front of your residence.

Noise
No unreasonable noise is permitted. Please refer to your CC&Rs Article VI, Section 3, Nuisances. Please be a good neighbor.

Signs
No sign or billboard of any kind shall be displayed by any owner on any portion of the property except those that are provided in Article VI, Section 6, Signs, of the CC&Rs.

Garage Sales and Yard Sales
No garage sales or yard sales are allowed. Personal property for sale may be shown inside the residence by appointment only.

Speed Limits
For the safety all residents, please follow the posted speed limit of 15 MPH.

Common Areas
Common areas are for the enjoyment of all homeowners and their guests. They are maintained by the Association. Consider them as an extension of your home and treat them accordingly.

No refuse, tools or other owner personal property may be stored at any time in the common area.

Garage Doors
Please keep garage doors closed at all times when not open for entering or exiting.

Remote Controllers for the Back Gate
New transmitters for the back gate will have been provided to all owners on March 8, 2010. If you have questions about their use, please call St. John & Associates.
Carriage Hill Homeowners Association  
Swimming Pool Rules

All persons using the pool and surrounding areas do so at their own risk. **THERE IS NO LIFE GUARD ON DUTY.**

1. Shower before using the pool.

2. The pool is under the jurisdiction of the County Health Department and is subject to closure if regulations are not met.

3. The swimming pool is for the use of the Carriage Hill Homeowners and their guests. Guests must be informed of the pool area rules before using the facilities.

4. Guests visiting or staying in an owner’s residence and over 14 years old may use the pool area without the owner being present. Wristbands are provided to each owner for the use of guests who may be using the pool without the presence of the owner. Please insure your guests have their identity bands.

5. Owners are responsible for the conduct and safety of their tenants and guests.

6. Homeowners have priority use of the pool. Limit the number of guests you bring to the pool. The maximum number of guests is four per household per day.

7. Anyone abusing the pool rules is subject to losing pool privileges.

8. The access gates to pool area must be closed at all times.

9. No one under 14 may use the pool without the supervision of an adult.

10. Bicycles, skateboards, roller skates and blades are not permitted in the pool area.

11. Pool hours are 8:00 AM until dark.

12. No running is allowed in the pool area.

13. No breakable objects are allowed in the pool area.

14. No pets are allowed in the pool area.

15. Floating toys are permissible as long as they do not interfere with other pool users.

16. No food or alcoholic beverages are allowed within the fenced pool area.

17. No smoking is allowed in the pool area.

18. No child still wearing diapers is allowed in the pool.

19. The pool may not be reserved. It must remain open for all residents.

20. Before leaving the pool area be sure all lights are turned off in the dressing rooms, all water in the shower and bath rooms is shut off and all doors are locked.
Carriage Hill Homeowners Association  
Clubhouse Use Rules and Reservation Procedure

- Clubhouse hours are 9:00 AM-11:00 PM for reserved activities and functions.

- Occupancy is limited to 100 people.

- Clean-up is the responsibility of the user. Failure to clean-up properly will result in the user being billed for clean-up.

- Set-up and clean-up service may be arranged for a fee through the management company.

- Reservations for clubhouse use may be made by signing in the reservation book located in the foyer of the clubhouse. Please see below.

- Any damage is the responsibility of the owner who made the reservation.

- Smoking is prohibited in the clubhouse.

- Garbage and recyclables must be removed from the clubhouse at the conclusion of the event. Garbage receptacles are located at the rear of the clubhouse.

- The owner who made the reservation for the event must be present during the event, and may not allow use of the clubhouse by a non Carriage Hill Owner without being present.

Clubhouse Reservations

The clubhouse may be reserved by signing in the reservations book located on the table in the clubhouse foyer.

All reservations must be made no later than twenty-four (24) hours prior to the scheduled event.

Please note that the cleaning service comes every other Tuesday in the morning. Try to avoid those days and times, but if your event must be then, call Clay at St. John & Associates to see if the scheduled cleaning date may be changed.

Sign your name and your purpose for reserving the clubhouse in the time slot on the day of the event. Draw a line through the time periods you intend to use the clubhouse, stopping at the time slot your event terminates.

No resident may sign in for more than one event at any one time. A new reservation may be made at the conclusion of each scheduled event. A Carriage Hill resident must make the reservation, and must be present at all times during the event.

Exercise Equipment

Exercise equipment is available on the lower level of the clubhouse for residents’ use only. The equipment may be used only after the owner signs a waiver of liability. A waiver and a key to the exercise room may be obtained from the Facilities Committee Chairman or Property Manager.  

See Form G for release.
Pets
Municipal Code states that dogs in public places must be leashed and excrement promptly cleaned up from public and commonly owned private property. Each owner/resident shall be absolutely liable to each and all remaining owners, their families, guests, tenants or invitees for any damage to person or property caused by a pet brought upon the property by an owner or his or her family, guests, invitees or tenants.

- Pets are not permitted in the club house or pool area.
- No dog is allowed on the common area without supervision.
- Pets are not allowed to make unreasonable noise or become an annoyance to other owners.
- Dogs are not allowed on front lawns of the lots.
- Residents may report loose dogs or any incidents involving dogs, to the Santa Barbara County Animal Control Department, at 681-5285.

Pest and Rodent Control
Each owner is responsible for all pest, termite and organism (including dryrot) damage, repairs, and prevention.

Fruit
Do not pick the avocados and oranges. The gardeners collect the oranges and avocados when they are ripe and place them in a receptacle behind the clubhouse for residents to take. A sign is displayed at the entrance to the clubhouse when fruit is available. Residents may pick the lemons and other fruit anytime, keeping in mind the fruit is for all the residents.

Fruit is for residents' personal use only. Guests, service employees, contractors, businesses, and other visitors are not to take the fruit.
THE SPEED LIMIT IS 15 MPH

- No mobile home, boat, trailer, recreational vehicle, commercial vehicle or inoperable vehicle may be parked or stored anywhere on the property.

- Boats, recreational vehicles and trucks may be temporarily parked for two hours on streets or in driveways for purposes of loading and unloading only.

- Owner vehicles must be parked in the garage.

- Vehicles are to be parked face in toward the curb in guest areas to avoid exposing the landscape to hot auto exhaust and the accidental damage to plants while backing up.

- Vehicles are not to be parked on the roadways at anytime. Vehicles parked on roadways may be towed at the owner’s expense. Workmen and other delivery services may park temporarily in the owner’s driveway or the nearest guest parking area.

- Owners are to keep garage doors closed except for partial opening for ventilation.

- Guest parking areas are for the convenience of the owners’ guests. Homeowner vehicles may be parked in guest parking area for short periods, as needed. Vehicles of homeowners may be parked in guest parking for extended periods where there is a temporary situation that makes the garage unusable such as a remodeling project or move-in situation.

- In circumstances where there are more than two residents of a home with more than two vehicles, residents may park the other vehicle(s) in the nearest guest parking area after the resident has registered the vehicle with the property manager. The proper appropriate authorization must be displayed on the lower front window on the driver’s side at all times while the vehicle is parked in the guest area.
The following conditions govern remodeling and construction within the Carriage Hill Community.

Thoughtful consideration should be given to neighbors during any remodeling or construction project.

Damage to Association Property
The Owner shall be responsible for all wear and tear and any damage done to CHHOA owned roads, shoulders, landscaping, gates, and all Association real property caused by his Contractor or workmen. The Owner shall repair or make restitution to the CHHOA for any damage to Association property. Contractors and workmen shall regularly sweep up site-generated dirt, gravel, plaster etc. from roadways. **Dumping of any construction material whatsoever (cement, plaster, paint, grout, etc.) is not permitted anywhere within the Carriage Hill Complex.** Further, it is not permitted for contractors or workmen to wash said material off the driveways onto the roadways or into the storm drains.

Use of Trucks and Automobiles
The speed limit is 15 m.p.h. on all roadways within the Carriage Hill Complex. Since no sidewalks exist, all drivers shall drive with extreme care.

Parking
**Vehicles may not be parked on roadways. Owners’ vehicles are to be parked in the garage.** Owners' vehicles may be parked in the owner's driveway for short periods of time. If the Owner has a shared driveway with a neighbor, contractors and workmen must not park in the driveway except briefly to load or unload materials. At all other times, contractors and workmen should be parked in the parking areas designated for guests and workmen. **Vehicles not conforming to this condition may be towed away by CHHOA.** Construction equipment and dumpsters are to be located inside the owner’s garage.

Blocking of Roadways
No vehicles shall be parked on the roadways except briefly to load and unload materials. The roadways must remain clear for access of emergency vehicles or other Carriage Hill traffic. **Vehicles not conforming to this condition may be towed away by CHHOA.**

Notification
These rules shall be posted on the site and provided to contractors and workmen by the owner.

Radios and Site Generated Noises
This is a residential neighborhood. **Radios**, loud voices, job telephones, etc. shall not project sound disturbance beyond the limits of the property. Profanity will not be tolerated.

Dogs
Dogs belonging to contractors or workmen are not allowed in Carriage Hill.

**Hours of Work**
Normal construction hours shall be observed; no earlier than 7:30 a.m. and no later than 5:00 p.m. during weekdays. Weekend work shall be restricted to the type of work which will not disturb the neighbors. Weekend hours no earlier than 8:00 a.m. on Saturdays; 9:00 a.m. on Sunday and no later than 5:00 p.m. on Saturdays; 4:00 p.m. on Sundays. However, County rules of hourly construction, if more restrictive, will be in force.

**Noise, Fumes, and Vibrations**
Contractors shall use standard construction tools and machinery for assemblage. Manufacturing of materials on site, normally done in industrial yards, will not be allowed.

**Painting**
After any construction or remodeling is completed, painting shall be completed within 15-30 days. Please try to have construction work that will require painting done during the dry summer months so that work does not sit unpainted during rainy weather.

The Owner shall be responsible for enforcement of the conditions listed above. Prior to the start of remodeling or construction, the Owner must advise all contractors and workmen of these rules. **It is the responsibility of the homeowner to check each day to make sure these rules are being followed.** The term Contractor includes subcontractors, workmen, laborers, deliverymen, and all other agents of the Owner employed for remodeling or construction. This document shall be part of the General Conditions for Construction between the Owner and his Contractor and workmen. Contact the CHHOA Property Manager, Connie Burns, at Town'n Country Property Management, (967-4741) for any questions or reports regarding these rules.
Owners of Equipment

I, the undersigned, have requested permission from the Board of Directors of Carriage Hill Homeowners Association to use exercise equipment in the Clubhouse exercise room. I agree as follows:

1. I will maintain the equipment in good condition.

2. I release Carriage Hill Homeowners’ Association, its officers, directors, representatives and individual members from any claim of liability which results from the use of the exercise equipment accepted by the Board for use in the Clubhouse. I waive my rights to sue, as well as any rights to seek indemnification from the Association, should I be sued for damages related to any injuries resulting from use of the equipment.

3. I agree to indemnify Carriage Hill Homeowners’ Association for any damages that might be claimed, adjudged, or assessed against the Association for injuries occurring from use of, installation of, or removal of the exercise equipment.

________________________________________  ______________________________
Date                                           Signature

________________________________________
Printed

FORM D
March 1, 2010

TO: Carriage Hill Owners
FROM: Carriage Hill Board of Directors and Management

Attached please find the 2010 – 2011 Carriage Hill Homeowners Association’s Manual. In it are the rules, regulations, and policies that summarize the Association’s governing documents, and rules, regulations, and policies that have been adopted over the years. It is meant to be a quick reference. More legal and detailed descriptions are found in the CC&R’s and Bylaws.

This is an always-changing work in progress, and as rules are added to or changed, they will be provided to you.

If you see any errors in the Manual, please point them out to a Board member or Property Manager, and they will be addressed in the next edition.

Note that it is 3-hole punched for insertion into the 3-ring binder that contains your revised CC&R’s and Bylaws. The binder was given to each homeowner when the documents were revised in 2004.

We hope that this will answer questions you may have about life at Carriage Hill Homeowners’ Association. Comments and suggestions are welcome.