

**Carrington Place Homeowners Assn  
P O Box 86986  
Baton Rouge, LA 70879**

**Subject: Action Needed: HOA Amendment for Professional Management**

Dear Homeowner,

At our Annual Meeting, we discussed the long-term needs of Carrington Place and how best to protect the value of our homes—your home is most likely your largest investment. The Board is now asking for your support in approving an amendment to set annual HOA dues at \$150.00 per lot. We also noted that even with this adjustment, our dues will remain lower than those of many comparable neighborhoods in our area.

This email includes the full text of the Board-approved amendment, which is now being presented to homeowners for approval and information from Keystone Residential.

This adjustment will allow the Association to hire a professional property management company to handle the day-to-day operations of our neighborhood. As our community has **aged**, these responsibilities have outpaced what a small volunteer **Board of Directors and Architectural Control Committee (ACC)** can reasonably sustain. It will also help to remove the strife that is sometimes caused when it's 'neighbor vs neighbor'.

**Professional management will:**

- Serve as the primary point of contact for homeowners, responding promptly to questions and routing requests as needed
- Receive ACC applications and forward them to the Board and ACC for review (the Board retains full authority; the process does not change)
- Maintain common areas and community standards, including entrances, signage, landscaping, medians, and other shared spaces
- Conduct routine drive-throughs to identify maintenance or standards issues and report findings to the Board
- Coordinate common-area maintenance and repairs by scheduling and managing vendors as directed by the Board and tracking projects to completion
- Manage dues and finances accurately, including billing, collections, and clear financial reporting to the Board
- Provide administrative and compliance support to the Board and ACC by tracking records, documenting concerns, and following up with homeowners at the Board's direction

The Board will continue to make all decisions; the management company simply carries out daily operations under the Board's direction.

**The amendment basically encompasses the following:**

- Set annual dues at \$150 per lot
- Allow payment annually or in two installments
- Maintain the safeguard limiting future increases to no more than 10% per year
- Update the late-fee structure to be more reasonable

We hope this provides a clear understanding of the benefits of professional HOA management, and we respectfully ask for your support in signing the amendment.

To make signing as convenient as possible—and to answer any questions—members of the HOA Board will be available in person at Jones Creek Library on:

- Wednesday, January 28, from 5:00 to 7:00 PM
- Sunday, February 1, from 3:00 to 5:00 PM

Two non-family witnesses are needed when signing the Amendment. We will have Board members/Filing Directors available at the library during the noted times for that purpose.

If these times do not work for you, please contact me or any Board member (all contact information is listed below), and we will be happy to coordinate a more convenient time.

After these dates, Board members will be going door to door in hopes of earning your support and signature of approval. Passage of the amendment requires 50% + 1 of homeowners.

Thank you,  
Leanne Palma  
President, Carrington Place Homeowners Association

Carrington Place HOA Board and Committees

President	Leanne Palma	<a href="mailto:leannepalm@yahoo.com">leannepalm@yahoo.com</a>	225-205-8018
Vice President/ACC Liasson	Marc Pater	<a href="mailto:paterm@bellsouth.net">paterm@bellsouth.net</a>	225-603-5914
Treasurer	John Lynch	<a href="mailto:lynchcp225@gmail.com">lynchcp225@gmail.com</a>	225-252-7605
Secretary	Debbie A DeJean	<a href="mailto:dejean4121@cox.net">dejean4121@cox.net</a>	225-907-4847
1 <sup>st</sup> Filing	Lisa Pultz	<a href="mailto:lisapultz@cox.net">lisapultz@cox.net</a>	225-229-4364
2 <sup>nd</sup> Filing	Emmy Richardson	<a href="mailto:randcoes@gmail.com">randcoes@gmail.com</a>	225-505-1913
3 <sup>rd</sup> Filing	Angela DeJean	<a href="mailto:angeladejean@gmail.com">angeladejean@gmail.com</a>	225-485-5880
4 <sup>th</sup> Filing	Vacant		
5 <sup>th</sup> Filing	Denise DiGeroloamo	<a href="mailto:diger22@yahoo.com">diger22@yahoo.com</a>	225-266-8897
Director at Large	Cheryl Weeks	<a href="mailto:cherylhweeks@gmail.com">cherylhweeks@gmail.com</a>	225-663-0305

**SECOND AMENDMENT TO  
THE ACTS OF RESTRICTIONS OF  
CARRINGTON PLACE SUBDIVISION  
FIRST, SECOND, THIRD, FOURTH AND FIFTH FILINGS,  
LOTS 1-249, EAST BATON ROUGE PARISH, STATE OF LOUISIANA**

**2025**

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

BE IT KNOWN, that on the dates set forth below, and in the presence of the undersigned competent witnesses, personally came and appeared each of the parties whose names appear at the end of this act (hereinafter referred to collectively as “Owners”), for the purpose of executing this Second Amendment to the Acts of Restrictions of Carrington Place Subdivision, Lots 1-249 inclusive.

WHEREAS, Owners represent at least one-half (½) of the owners of the lots in the Subdivision as provided in Section 6.3 of the 2016 Amendment to the Acts of Restrictions (the “2016 Amendment”);

WHEREAS, Section 5.2 of the 2016 Amendment recorded as Original 645, Bundle 12766 of the official records of East Baton Rouge Parish, Louisiana, provided for annual assessments to be collected by Carrington Place Homeowners Association, Inc. from the Owners; however, the amount of the annual assessment was left blank;

WHEREAS, the Board of Directors, by majority vote, voted to assess the Owners at Fifty and No/100 (\$50.00) Dollars per year beginning with the year 2016 and providing for annual increases in the assessments to be not more than ten (10%) percent per year;

WHEREAS, the annual assessment is currently set at Eighty and No/100 (\$80.00) Dollars per year for the year 2026 and the Board of Directors has voted to present this Second Amendment to the Owners in order to increase the annual assessments to One Hundred Fifty and No/100 (\$150.00) Dollars per year and to delete the assessment of an initial late fee of Fifty and No/100 (\$50.00) Dollars provided for in Section 5.3 of the 2016 Amendment;

NOW, THEREFORE, the Owners submit that the property comprising Carrington Place Subdivision, First, Second, Third, Fourth and Fifth Filings, Lots 1-249, shall be held, sold and conveyed subject to the 2016 Amendment, as well as the following Second Amendment, which shall run with the immovable property and be binding on all parties having any rights, title or interest in Carrington Place Subdivision, or any part thereof, their heirs, successors and assigns, and shall inure to the benefit of each owner thereof, to-wit:

- I. Section 5.2 of the 2016 Amendment is amended and restated to provide as follows:  
 “5.2 Owners shall pay annual assessments (dues) at the rate of One Hundred Fifty and No/100 (\$150.00) Dollars per lot per year. Homeowners’ dues may be paid on an annual or semi-annual payment plan. Payment dates shall be January 1st (100% or 50% of annual dues) and July 1st (if applicable, remaining 50%) each calendar year. The Association’s Board of Directors (BOD) may increase the dues each year, if warranted, by only up to 10% of current dues. The BOD may also ask for an assessment for any particular projects for or damages to common areas that are not covered in the normal annual budgeting.”
  
- II. Section 5.3 of the 2016 Amendment is amended and restated to provide as follows:  
 “5.3 Nonpayment of dues or assessments after thirty (30) days from the due date(s) will result in an initial late fee of \$10.00 being assessed, followed by a monthly late fee of \$5.00 per month until the assessment is paid. After one (1) year of nonpayment, the Association may place a lien on the property and collect all costs associated with full collection, including document recording fees and attorney’s fees.”

Except as herein amended, the 2016 Amendment to remain the same.

IN WITNESS WHEREOF, the Owners have affixed their signatures before the undersigned witnesses on the dates shown below.

WITNESSES:

OWNER - CARRINGTON PLACE

\_\_\_\_\_

BY: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Lot No. \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Printed Name: \_\_\_\_\_

December 5, 2024

Dear Carrington Place Homeowners' Association,

Thank you for the opportunity to submit a proposal for management of the Carrington Place Homeowners Association. Our experience includes the successful management of some of the more prominent communities in the Baton Rouge area, and we are also members of the Community Association Institute, which provides us access to a wealth of experience and resources, including regular newsletters and continuing education courses. This ensures that we are kept up to date regarding the specific issues and accepted practices related to the field of community association management.

We have forty-plus years of history and experience and strive to provide all of our clients with the highest possible level of customer service. We were established with the goal of setting a new standard for skill and professionalism in the property and community association management industry, and in order to fulfill this mission, we are very selective about the communities we choose to manage. It is an important and time consuming task to correctly manage a community, so we are careful not to spread our resources too thin. This ensures our ability to continue providing a high level of customer service to each and every homeowner.

Also, using internet-based accounting and management software designed specifically for community association management, we will be able to account for all of the association's monies and provide in-depth, on-demand financial reports. We will also provide an association-specific online account for each owner. This is where important documents can be accessed, Board members can review up-to-date financials at any time through their internet browser, and owners can check their account status and pay dues online at no extra charge.

We are committed to keeping association financials and records current and well organized, as well as making them accessible, transparent, and readily available to all owners. We also keep unit owners well informed regarding the activity of the association through regular communication using the online owner accounts, email announcements, and post mail.

Please feel free to contact us with any questions, or if you are interested in moving forward. Thank you again for this opportunity, and we look forward to hearing from you soon.

Ashley Bugea  
Community Association Manager

*Community Association Management References*

**Santa Maria POA**

*Carole Deback*

*johndeback@cox.net*

**Natchez Trace**

*Cheryl Payne*

*cherylannpayne@cox.net*

**Lakes at Ascension Crossing**

*Jim Landry*

*jimland58@eatel.net*

**Audubon Square POA**

*Doug Burgin*

*dburgin1944@gmail.com*

**Lexington Estates**

*Kelly Ducote*

*ducote8265@aol.com*

**Bocage Lake POA**

*Janis Swyers*

*jbswyers@gmail.com*

**Woodridge POA**

*Al Thibodeaux*

*athibodeaux1252@gmail.com*

**Lexington Park**

*Kesha Doolittle*

*doolittlekesha@gmail.com*