

**DIABLO VIEW HOMEOWNERS ASSOCIATION**  
**Board of Directors Meeting Minutes**  
**April 19, 2011**

Directors Present: President Bob Ganch, Treasurer Niel Shay and Director Lou Roessler. Secretary Kathy Minard was appointed during this session.

Directors Absent: Vice President Richard Grzybowski

Management Present: Stefanie Nightingale, CCAM Candidate with Association Communications Inc.

Homeowners: 1 homeowner was present

**1. CALL TO ORDER**

President Bob Ganch called the meeting to order at 6:35pm at 2327 Sweetwater Drive in Martinez, CA.

**6. BOARD DISCUSSION & DECISION - NEW BUSINESS**

**A. Appoint New Board Member: After discussion, a motion was made and duly seconded (Ganch/Roessler) to appoint Kathy Minard to the Board of Directors. All were in favor and the motion carried unanimously.**

**B. Appointment of Officers: A motion was made and duly seconded (Ganch/Roessler) and unanimously resolved to appoint officers as follows: President, Bob Ganch; Vice President, Richard Grzybowski; Treasurer, Niel Shay; Secretary, Kathy Minard and Director, Lou Roessler.**

**2. HOMEOWNERS' CONCERNS & COMMENTS**

Management received correspondence about the following items:

Turkeys in Community – An owner reported seeing a group of turkeys on the common hill. He provided some good information and it's advised not to feed them. Management will include this information in the next newsletter.

Garbage Service Lapse/Debris in Yard – Management received a complaint about cancelled trash service and debris being placed in a yard. Management sent a courtesy notice and received a response from the owners saying they will comply with attending to the trash now and the debris in the yard within 30 days.

Dog Pick-up Rule Complaints (2) – Management received complaints from two owners about dog rule violations. One was a general complaint; the other was a written, specific complaint so a courtesy notice was sent to the owner of that home. Management will include a reminder in the newsletter.

**3. COMMITTEE REPORTS**

**Architectural Committee:**

Chair Lou Roessler reported that two applications had been approved since the last meeting.

- **2241 Dry Creek Court**: Install a play structure.
- **2135 Eastview Place**: Roof replacement, Certainteed Presidential TL shakes in Shadow Grey

#### **Landscape Committee:**

- **Arborist Contacts on Website** – The webmaster has previously advised that the website referrals are for homeowner referrals only, so an owner must recommend a vendor for the website.
- **Shrub Trimming Near Fences** – Management has contacted PJ McNamara Landscaping who was in the process of conducting this work. Rain had slowed their efforts but it was nearly complete. Management will follow up to ensure a handful of clipping piles will be collected.

#### **Neighborhood Committee:**

Chair Bob Ganch reported on the following:

- **Spring Egg Hunt** – The Association's Annual Spring Egg Hunt was rescheduled for Saturday, April 23rd at 10:00am sharp. Yvonne Tweeten volunteered to organize this event and also has a homeowner volunteer, who will help her. Management has arranged for rental of the bunny suit and will post signage in the community.
- **Garage Sale** – The Association's Annual Garage Sale is scheduled for Saturday, May 14<sup>th</sup> from 8:00am to 3:00pm. Management will announce the garage sale in the newsletter, will arrange public advertising in local newspapers and will coordinate with our neighbors at Fountainhead Estates.
- **Kids' Club** – Management received interest from homeowner Summer Ewers about starting up the Kids' Club again, as well as another volunteer who has offered to help with the Club. Management has forwarded updated contact information to be added to the website and will announce the Kids' Club in the newsletter.
- **Traffic Calming** – Management will arrange a meeting with Alex Stroup, City Engineer, about having the department participate in a traffic calming strategy near the Tot Lot. Street painting/stripping is preferred, with the Association perhaps participating in cost sharing. Management will advise shortly.
- **Retaining Wall Replacement** – The Board requested that Management check the reserve study to determine when the wood retaining wall at the tot lot is due for replacement. Management will investigate and will, at the Board's request, arrange for proposals.

#### **Website Committee:**

- Management is approximately 50% done reviewing the site.
- The Board requested that the monthly Board Meeting agenda be posted on the site if it was not onerous to do so for the volunteer.
- It was also suggested that it was a good idea for Management to retain administrative passwords to the site, which will be requested.

#### **BOO Committee:**

Committee Chair Kathy Minard reported on owl efforts.

- There is still owl activity at the boxes, and it appears the tree near one is a favorite perch. Much squawking and pellet evidence has been observed.
- There have been at least two owls and another visits from time to time.
- Chair Minard will continue to surreptitiously stake out the boxes and will advise the Board on owl progress.

- Management will put a note in the newsletter for residents to avoid using rodent poisons.

#### **4. APPROVAL OF THE MINUTES**

**After review, a motion was made and seconded (Ganch/Shay) and unanimously approved to approve the Regular Board of Directors Meeting minutes from March 2, 2011, as submitted.**

#### **5. TREASURER'S REPORT**

Treasurer Niel Shay reported on his review of the financial statement for the period ending March 31, 2011 as follows:

- The balance sheet is healthy and the Association is on track with the budget so far.
- \$30,000 was transferred from the Money Market account to the new CD that was renewed March 28<sup>th</sup>. The new CD matures October 30, 2011 at a .75% APY in the amount of \$63,248.83.
- There is approx \$170,000 in reserves at this time and approx \$22,000 in operating.
- The budget reflected approx \$400 surplus for March with approx \$785 surplus for the year.

**A motion was made and seconded (Shay/Roessler) and it was unanimously approved to accept the Treasurer's Report for the period ending March 31, 2011.**

- Management researched with ASAP to confirm status/correct amounts of two bankruptcy accounts 177 and 042. The documents and other correspondence were enclosed for the Board's review. A third account, 182, had been foreclosed by the lender and was also uncollectable. Management recommended these amounts be written off.

**After discussion, a motion was made and seconded (Shay/Roessler) and unanimously resolved to write off two bankruptcy accounts 177 and 042 for \$1,655 and \$1,280, respectively, and to write off foreclosure account 182 for \$116.**

#### **6. BOARD DISCUSSION & DECISION - NEW BUSINESS**

- C. Reserve Study Proposal: A motion was made and seconded (Shay/Roessler) and unanimously resolved to approve the proposal from Reserve Analysis Consulting in the amount of \$850 to complete a three year update of the reserve study.**
- D. Weed Abatement Request For Proposal (RFP): Management provided an RFP to the Board for this year's weed abatement project. After review, the Board indicated the RFP was acceptable and could be sent to vendors. Management will make the purpose of the document more obvious.**
- E. 2131 Rock Pass Place – Fence Replacement Proposal: The fence at this address blew down in a storm on March 25th. In accordance with the Association's Contract Policy, Management collected proposals for the replacement of the fence that blew down. Due to the similar condition of the portion of fence that remained, it was suggested that the Board perhaps consider replacing both sections of the fence.**

**After discussion, a motion was made and seconded (Roessler/Shay) to approve the proposal from Just Fencing in the amount of \$2,645 provided acceptable references and the proper insurance was obtained. All were in favor and the motion carried unanimously.**

- F. Community Enhancement Project:** The Board discussed several items:
- 1. Free Street Tree/Rebate Program** – President Ganch requested that a “Free Tree” program be considered for those who need street trees. Management inspected the community and identified a relatively small number of homes that should have street trees installed. A map of these locations was provided to the Board, as well as the information on the Association’s current Street Tree Rebate Program. The Association’s landscaper will install, stake and provide a 15 gallon tree for \$150. If approved, Management will assist with the preparation of notification materials.

**After discussion, a motion was made and seconded (Ganch/Minard) to approve the Free Street Tree Program for the thirteen units identified. All were in favor and the motion carried unanimously.**

- 2. Entry Sign/Island Renewal Project Update** – Management met with Gary Wheeler of Arete and John Hansen of The Hansen Group to inspect the entry areas. Arete had provided a proposal for a three-phase design plan. The Board requested this item be tabled until May so that the full Board could be in attendance to discuss.
- 3. Contracted Painting** – Management looked up the previous information about contracted “group” discounts for exterior painting in the community. Signature Painting will be happy to make the same offer available this year and Management will include this information in the newsletter.
- 4. Mailbox Replacement** – Management checked into the mailbox replacement program offered by Mailbox Willy last year and determined that no owners participated. May be more cost effective for owners to handle on an individual basis.

## **7. REVIEW ITEMS & UPDATES - UNFINISHED BUSINESS**

- **Retaining Wall Shared Project** – The wall has been completed.
- **Insurance Renewal – Premium Refund** – Management has contacted West, Callaway, Stoka regarding the \$219 refund who will continue to follow up with Philadelphia Insurance until it is received.
- **Erosion Control** – Director Shay will provide a status on V-Ditch inspections in June.

## **8. MANAGER’S REPORT - ACTION ITEMS**

### **Meeting Schedule**

Regular Board Meeting: May 25th, 6:30pm, 2327 Sweetwater Drive  
Regular Board Meeting: June 21st, 6:30pm, 2327 Sweetwater Drive (tentative)  
Regular Board Meeting: July 19th, 6:30pm, 2327 Sweetwater Drive (tentative)  
Regular Board Meeting: August 16th, 6:30pm, 2327 Sweetwater Drive (tentative)

**Maintenance**

Nothing to report.

**ADJOURNMENT**

**With business concluded, President Ganch adjourned the Regular Board of Directors Meeting at 9:07pm to go to Executive Session to discuss a collection issue.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Kathy Minard', with a large, stylized loop at the end.

Kathy Minard, Secretary for  
Diablo View Homeowners Association  
Board of Directors

**DIABLO VIEW HOMEOWNERS ASSOCIATION**  
Board Resolutions 2011

**January**

**Wildflower Seeds**

A motion was made and seconded (Ganch/Shay) to authorize obtaining wildflower seeds in the amount of \$285 and distributing them in common area as recommended by the landscaper. All were in favor and the motion carried.

**Minutes**

A motion was made and seconded (Ganch/Shay) to approve the minutes from the Regular Board of Directors Meeting on November 10, 2010. All were in favor and the motion carried.

**Financials**

A motion was made and seconded (Ganch/Shay) to approve the Treasurer's report, forward the FYE financials to the CPA and to also authorize sending the following account to collections, provided the owners have been sent the final delinquency notice: 182. All were in favor and the motion carried.

**Insurance Deductible**

After discussion, a motion was made and seconded (Ganch/Shay) to authorize increasing the liability insurance deductible to \$5,000.00 and receiving an annual savings of \$219.00. All were in favor and the motion carried.

**February**

**Retaining Wall Shared Project – Lot 61 – Agreement**

A motion was made and seconded (Ganch/Shay) to approve the proposal from D&H Landscaping, with Association responsibility of \$1,329.00, for retaining wall repair which will be paid from reserves. All were in favor and the motion carried unanimously.

**Pine Tree at Lower Entrance**

After discussion, a motion was made and seconded (Grzybowski/Shay) to approve the proposal from ValleyCrest Tree Services in the amount of \$525 for the removal of tree #87. All were in favor and the motion carried unanimously.

**Hungry Owl Project**

After discussion, a motion was made and seconded (Ganch/Roessler) to approve the proposal from The Hungry Owl Project in an amount not to exceed \$225 per year for an owl maintenance program. All were in favor and the motion carried unanimously.

**Minutes**

After review, a motion was made and seconded (Ganch/Shay) to approve the Regular Board of Directors Board Meeting minutes from January 12, 2011, as amended to remove a reference to a former Board member in the Erosion Control subject. All were in favor and the motion carried unanimously.

**Financials**

A motion was made and seconded (Shay/Ganch) to accept the financial statement ending January 31, 2011. All were in favor and the motion carried unanimously.

## **March**

### **Minutes**

After review, a motion was made and seconded (Grzybowki/Shay) to approve the Regular Board of Directors Board Meeting minutes from February 9, 2011, as submitted. All were in favor and the motion carried unanimously.

### **Add Funds to CD Renewal**

After discussion, a motion was made and seconded (Shay/Grzybowki) to authorize shifting \$30,000 from the First Bank Money Market account to the new Mutual of Omaha CD at renewal. All were in favor and the motion carried unanimously.

### **CPA Audit**

A motion was made and seconded (Shay/Grzybowki) to approve the CPA's 2010 annual financial audit. All were in favor and the motion carried unanimously.

### **Collections**

A motion was made and seconded (Shay/Roessler) to authorize forwarding account 188 to ASAP for collection efforts. All were in favor and the motion carried unanimously.

### **Financials**

A motion was made and seconded (Shay/Ganch) to accept the financial statement ending February 28, 2011. All were in favor and the motion carried unanimously.

## **April**

### **Appoint Board Member**

After discussion, a motion was made and duly seconded (Ganch/Roessler) to appoint Kathy Minard to the Board of Directors. All were in favor and the motion carried unanimously.

### **Appointment of Officers**

A motion was made and duly seconded (Ganch/Roessler) to appoint officers as follows: President, Bob Ganch; Vice President, Richard Grzybowski; Treasurer, Niel Shay; Secretary, Kathy Minard and Director at Large, Lou Roessler. All were in favor and the motion carried unanimously.

### **Approve Minutes**

After review, a motion was made and seconded (Ganch/Shay) to approve the Regular Board of Directors Board Meeting minutes from March 2, 2011, as submitted. All were in favor and the motion carried unanimously.

### **Treasurer's Report**

A motion was made and seconded (Shay/Roessler) to accept the Treasurer's Report for the period ending March 31, 2011. All were in favor and the motion carried unanimously.

### **Write-Offs**

After discussion, a motion was made and seconded (Shay/Roessler) to write off two bankruptcy accounts 177 and 042 for \$1,655 and \$1,280, respectively. All were in favor and the motion carried unanimously.

A motion was made and seconded (Shay/Roessler) to write off foreclosure account 182 for \$116. All were in favor and the motion carried unanimously.

**Reserve Study Proposal**

A motion was made and seconded (Shay/Roessler) to approve the proposal from Reserve Analysis Consulting in the amount of \$850. All were in favor and the motion carried unanimously.

**Fence Proposal – 2131 Rock Pass Place**

After discussion, a motion was made and seconded (Roessler/Shay) to approve the proposal from Just Fencing in the amount of \$2,645 provided acceptable references and the proper insurance was obtained. All were in favor and the motion carried unanimously.

**Free Street Tree Program**

After discussion, a motion was made and seconded (Ganch/Minard) to approve the Free Street Tree Program for the thirteen units identified. All were in favor and the motion carried unanimously.