

**DIABLO VIEW HOMEOWNERS ASSOCIATION**  
**Board of Directors Meeting Minutes**  
**February 9, 2011**

Directors Present: President Bob Ganch, Vice President Richard Grzybowski, Treasurer Niel Shay and Director Lou Roessler

Directors Absent: none

Management Present: Stefanie Nightingale, from Association Communications Inc.,

Homeowners: 1 homeowner was present.

Guest Speaker: John Hansen, The Hansen Group

**CALL TO ORDER**

President Bob Ganch called the meeting to order at 6:42pm at 2327 Sweetwater Drive in Martinez, CA.

**RETAINING WALL SHARED PROJECT – LOT 61 – AGREEMENT**

The owner of Lot 61 was in attendance to execute an agreement for retaining wall replacement that had been reached with the Board of Directors. The failing shared retaining wall straddles common area and the owner's lot at 2322 Sweetwater Drive, at a 55% HOA / 45% Owner ratio.

After obtaining several bids, the owner and Board selected D&H Landscaping for the project at a total cost of \$2,415. The Association is responsible for \$1,329 and the owner is responsible for \$1,086. The owner and Board completed the agreement and the owner remitted payment for his portion to the Association. The project will be scheduled for mid- to late February.

**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 to be paid from reserves. All were in favor and the motion carried unanimously.**

**COMMUNITY ENHANCEMENT PROJECT**

**GUEST SPEAKER – JOHN HANSEN OF THE HANSEN GROUP**

The Board invited John Hansen of The Hansen Group to discuss initial steps to develop a plan for new entry monuments and island sculptures. After identifying line of sight requirements, Mr. Hansen and his colleague, Gary Wheeler of Arete, Inc., will meet with Management and the Board onsite to evaluate locations and begin collecting information to prepare a proposal that incorporates a master plan for the overall design. Once the design proposal is approved, these specifications will be used to obtain multiple bids for the construction of the phased project.

## **HOMEOWNERS' CONCERNS & COMMENTS**

An owner reported neighbors using the majority of the parking spaces on Alps Court (primarily in front of her home) for their own vehicles. After discussion with the Board, Management will include an article in the newsletter that suggests parking for more than two vehicles is done on Sweetwater Drive as a courtesy to neighbors.

New Owners:

1/7/11 – Dawn Payne - 2177 Westward Place

1/14/11 – Ceasar & Rebecca Perez – 2238 Southwest Court

## **COMMITTEE REPORTS**

### **Architectural Committee:**

Chair Lou Roessler reported one application had been approved since the last meeting:

- **2219 Southwest Court** - Fence Replacement – Same style, height and materials as existing (board-on-board, redwood)

An application for roof replacement was evaluated and approved at the meeting:

- **2250 East Peak Court** - Roof Replacement – Certaineed Presidential TL composition shingles (Country Gray or Platinum color)

### **Landscape Committee:**

Next site inspection with Committee Chair Johanna Scherrer is scheduled for 2/11/11.

**Pine Tree at Lower Entrance** – Management obtained three bids for removal of a pine tree at the lower entrance corner. Tree #87 is leaning and it is recommended that it be removed.

**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.**

The Board will inspect three other trees in that location (88, 89 and 90) to see if they should be removed later in the year during the Association's annual tree project. Should they be removed, a replacement tree will be planted that will fill that area.

**Arborist Contacts on Website** – After noting several front yard trees that had been improperly pruned, ValleyCrest suggested the Board consider adding arborist contacts to the website. These contacts could provide advice and meet with owners to assist them with their tree needs. After discussion, the Board decided that could be helpful and would be implemented.

**Community Enhancement/Wildflowers** –Wildflower seeds arrived during the week of 1/31/11 and were hand-sown by the Association’s landscaper at no charge. McNamara Landscaping also did a significant amount of prep work at no charge to get the locations ready and in the best shape to encourage sprouting.

**Miscellaneous:** The landscaper attended to cleaning out and trimming the island at Range Place and also trimmed the shrubs at the upper entry sign. Also, they are selectively irrigating a few areas to better activate fertilizer that was recently applied.

**Neighborhood Committee:**

At Committee Chair Ganch’s request, Management investigated the possibility of painting the street with markings to alert drivers to slow their speed on Sweetwater Drive in the area near the Tot Lot. After discussing options with the Board, it was decided that Management will contact the City to request they inspect and evaluate the area and provide their recommendations on the appropriate signage/street markings.

**Website Committee:**

Management is in the process of reviewing the full site for any inconsistencies and/or corrections that should be made. This information will be provided to the Board for review and to Committee Chair Dave Piersall as soon as possible.

**BOO Committee:**

Committee Chair Kathy Minard provided a report about the current state of the owl boxes. She’s observed activity again at two of the three boxes and will monitor them for progress.

The Board approved contracting with The Hungry Owl Project to support the BOO Committee’s efforts to nurture the Association’s owl population. Management will contact Chair Minard to let her know about this and to coordinate contact with Julie Hanft at Hungry Owl.

The program entails monitoring the owl boxes in the spring and summer, with a return in the fall to clean them out. They propose to begin this breeding season (Jan-Sept) and would provide occupancy reports and would also make recommendations to maximize the owl habitat. Cost for the program is \$50/box per year plus \$25/box per year for any that need cleaning (\$225 maximum annual cost).

**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.**

## **APPROVAL OF THE MINUTES**

- Regular Board of Directors Meeting – January 12, 2011  
After review, a small edit was requested to remove a former Board member who was incorrectly identified in the Erosion Control item.

**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. All were in favor and the motion carried unanimously.**

## **TREASURER'S REPORT**

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

- The operations balance is \$22,801.
- Reserves total \$166,278.
- Net income is (\$193.93).
- One 9-month CD will be maturing on 2/21 for \$72,540. Upon renewal of this or the CD maturing in March, the Board may opt to include some funds from the Money Market account in the rollover. Management and Treasurer Shay will evaluate the expenditure needs for the year to determine how much would be prudent.
- The financials are in good shape overall, reflecting categories are under budget with the exception of insurance.
- The ASAP collection reports for January were provided to the Board for review.
- After review of the delinquent accounts, it was determined that none should be forwarded to ASAP at this time.

**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.**

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

**2011 Goal Planning/Annual Calendar**: The Board reviewed the annual calendar for 2011 and made some minor adjustments that Management will attend to.

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

**Insurance Renewal – Higher Deductible/Lower Premium** – Management notified West, Callaway, Stoka that the Board decided to increase the general liability premium to \$5,000 for a savings of \$219 per year. Management will follow up to obtain the refund.

**Maintenance Assessment Reversal** –The Board reviewed a reversal request of a maintenance assessment that was applied in early 2010. After consideration, the Board decided to reverse the \$270 assessment provided the situation did not recur. A letter notifying the owners was sent and ACI's accounting department was advised.

**Sound Carries Sign**: Management will attempt to identify a vendor that can produce a matching metal sign that can be treated to repel graffiti.

**Erosion Control** –Director Shay will provide a status on V-Ditch inspections in June.

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

### **Meeting Schedule**

Regular Board Meeting: March 2nd, 6:30pm, 2327 Sweetwater Drive  
Regular Board Meeting: April 19th, 6:30pm, 2327 Sweetwater Drive  
Regular Board Meeting: May 25th, 6:30pm, 2327 Sweetwater Drive (tentative)

### **Maintenance**

Lights at lower entry out – Management arranged repairs on 1/27.

### **Newsletter**

The Board decided that it would be acceptable to have newsletters produced on even months only at this time for the sake of efficiency. This decision was made with the understanding that the Board still can revert back to monthly newsletters if it deems necessary since the service is part of the ACI contract.

## **ADJOURNMENT**

**A motion was made and seconded (Grzybowski/Ganch) to adjourn the meeting at 9:15pm. All were in favor and the motion carried unanimously.**

Respectfully submitted,

Niel Shay, 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.