

DIABLO VIEW HOMEOWNERS ASSOCIATION
Board of Directors Meeting Minutes
January 12, 2011

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

Directors Absent: none

Management Present: Caroline McCormick, CCAM, CMCA and Stefanie Nightingale, from Association Communications Inc., Homeowners Association Management.

Homeowners: 3 homeowners were present.

CALL TO ORDER

President Bob Ganch called the meeting to order at 6:34pm at Peking Tokyo Restaurant, 522 Center Avenue in Martinez, CA.

HOMEOWNERS' CONCERNS & COMMENTS

An owner reported nuisance vines overgrowing a common area hedge and errant wires sticking up out of the ground near southwest corner of upper entrance. The landscaper, Pat McNamara, trimmed back the vines and capped the unused irrigation valve wires at no cost. Pat will also provide a proposal for removal of the vines from inside the backyard that Management will forward to the agent/bank.

New Owners: None

COMMITTEE REPORTS

Architectural (ARC) Committee: Lou Roessler, Chair

Roof Materials: In late November, roof materials were evaluated and the website updated. It was mentioned that the Certainteed Presidential TL shingles in Platinum color be discussed further, if needed, because it may be too light-colored.

This item was not discussed and will be deferred for the time being.

Applications Approved:

- **2177 Westward Place:** Replace roof with Certainteed Presidential TL composition shingles in Shadow Gray.
- **2167 Stillspring Place:** Replace roof with Decra Shake stone-coated roofing materials in Teak.
- **2141 Redrock Place:** Replace roof with Decra Shake stone-coated roofing materials in Teak.

- **2266 Stillcreek Court**: Replace windows with Anlin Catalina vinyl windows in white.
- **2322 Sweetwater Drive**: Replace roof with Certaineed Presidential TL composition shingles in Country Gray or Autumn Blend.
- **2151 Rangeview Place**: Replace windows with new vinyl windows in white.

Landscape Committee: Johanna Scherrer, Chair

Next walk-through scheduled for 1/14/11.

- **Pine Tree at Lower Entrance** – The landscaper, Pat McNamara of PJ McNamara Landscaping, reported a tree in this area is leaning towards/over a fence and he expressed concerned that it may fail. He re- sent a proposal that he has previously provided for this work for \$2,000 for removal. Management is obtaining additional bids for this from three arborists and will provide this information to the Board.
- **Community Enhancement/Wildflowers** – PJ McNamara has provided costs for sacks of wildflower seeds to broadcast in common area open space. Based on coverage needs of roughly a third acre, which would equate to approximately 8 lbs of seeds, the cost would be \$285. The landscaper indicates it's nearing time to get the seeds distributed so they can start germinating. Pat said he would help the Association broadcast at no charge, if volunteers are scarce. Management will advise when the seeds arrive.

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.

- **Dead Tree Removed by Owner** - The owner of 2207 Stillcreek Court removed the large, dead, unsafe tree from his front yard. He will be planting a replacement tree in the springtime.

Neighborhood Committee: Bob Ganch, Chair

Management did not receive any additional responses to the call for volunteers for the Neighborhood Watch Program. Only two responses total were received. Due to the lack of participation from the community, this endeavor will be deferred until such time it is of interest.

Website Committee: Dave Piersall, Chair www.diabloview.org.

Committee Chair Piersall worked with Architectural Chair Roessler to update the links and materials on the website's architectural page. Also, Chair

Piersall added a link to the Community Emergency Response Team (CERT) website to direct residents to the correct location should they be interested in volunteering or obtaining emergency training. Management is going through the Diablo View site and will forward corrections to a handful of items that appear to need updating.

BOO Committee: Kathy Minard, Chair

Julie Haft with the Hungry Owl Project contacted us regarding their Owl Box Management Program. 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).

The Board expressed interest in the program; Management will contact the Hungry Owl Project to ascertain if their organization is volunteer-based or if they are a business entity that carries the appropriate liability and other insurance coverage so they can be set up.

APPROVAL OF THE 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.

The Board also performed a review of 2009 and 2010 Annual Meeting Minutes and found them to be satisfactory.

TRESURER'S REPORT DELINQUENT ACCOUNTS

Treasurer Niel Shay reported that, as of December 31, 2010, the FYE, the operations balance was \$19,277, reserves totaled \$162,022, and net income reflected a \$7,568 surplus. Management will reassign \$680 from General Maintenance to Gopher Abatement.

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 unanimously.

BOARD DISCUSSION & DECISION - NEW BUSINESS

2011 Goal Planning/Annual Calendar: This item was deferred to the February meeting.

Community Enhancement Project: As part of the effort to enhance the community's appearance, the Board discussed upgraded entry monument signage. Some considerations the Board discussed included materials, design and budget. John Hansen has been invited to attend the February meeting along with his landscape/architect colleague who can further assist the Board with design and implementation.

Retaining Wall Proposals – Lot 61 – Owner Request: In November, Management provided the three bids to the owner of Lot 61 for his review. He provided feedback and requested the Board consider asking the vendors to amend their bids. His correspondence was provided to the Board along with an updated diagram he prepared.

The three key points the owner requested the Board consider were enlarging and reshaping the retaining wall, add his portion of the shared wall to the proposal (paid by owner) and the request to use different retaining wall materials that provided preferable aesthetics.

After a brief discussion, the Board decided that the proposals would not be re-bid for reshaping or for adding the owner's portion. The Board agreed to consider an upgrade/change of building materials, provided it did not significantly impact the project or pricing.

In the interest of ensuring the project is completed timely, the Board required that all arrangements for the combined project are accomplished no later than January 31, 2011. Management will contact the owner with the Board's decision, the vendors regarding the suggested materials and will prepare the necessary agreement for the combined Association/Owner-funded project.

Insurance Renewal – Higher Deductible/Lower Premium

Management provided quotes from West, Callaway, Stotka for \$2,500 and \$5,000 deductibles for the Association's liability coverage.

- The annual savings to amend the deductible to \$5,000 was \$219.00
- The annual savings to amend the deductible to \$2,500 was \$119.00

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.

REVIEW ITEMS & UPDATES

Reimbursement Update – Fence Project – Two owners had special upgrades to their fences and were to reimburse the Association for the costs of these upgrades. Both owners have reimbursed the Association.

Phase 3 Tree Project Completed: This project went very smoothly. Bob Peralta with ValleyCrest will be happy to return at no charge if there are any trees in the phase that we request additional tailoring on. Please advise if you notice anything that needs further attention.

Enhancement Suggestion Contest: The two owners who submitted winning suggestions were each sent \$50 gift cards for Home Depot.

Sound Carries Sign: Management researched replacing the “Sound Carries” sign that was at the end of Stillcreek, and provided a sample proof. This item was deferred to February for decision.

Erosion Control – Director Shay to provide status on V-Ditch inspections. Management will also check with Landscape Johanna Scherrer on this item.

ACI Disclosures: In compliance with Civil Code section 1363.1, ACI provided written annual disclosures.

MANAGER’S REPORT - ACTION ITEMS

Meeting Schedule

Regular Board Meeting: February 9th, 6:30pm, 2327 Sweetwater Drive

Regular Board Meeting: March 9th, 6:30pm, 2327 Sweetwater Drive

Maintenance: Management will fill the doggie stations on walk-throughs.

Newsletter: We require white garage doors to be painted (s/b trim or body color). Owl Activity Continues, Big Thanks to Lindsay Museum for help with owlet health care and advice. Please don’t use pesticides.

ADJOURNMENT

A motion was made and seconded and it is, therefore, resolved to adjourn the meeting at 8:21pm.

Respectfully submitted,

Niel Shay, Secretary for
Diablo View Homeowners Association
Board of Directors, Diablo View HOA

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.