

**DIABLO VIEW HOMEOWNERS ASSOCIATION**  
**Board of Directors Meeting Minutes**  
**July 20, 2011**

Directors Present: President Bob Ganch, Treasurer Niel Shay, Secretary Kathy Minard and Director Lou Roessler

Directors Absent: none

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

Homeowners: No homeowners were present

**1. CALL TO ORDER**

President Bob Ganch called the meeting to order at 6:39pm at 2327 Sweetwater Drive in Martinez, CA.

**2. HOMEOWNERS' CONCERNS & COMMENTS**

There were no homeowners in attendance. No concerns had been received by Management since the last meeting.

**3. COMMITTEE REPORTS**

**Architectural Committee:**

Chair Lou Roessler reported two applications had been approved since the last meeting and there were none pending.

- Applications Approved:
  - **2249 Southwest Ct** – Installation of L-shaped fence/receptacle enclosure
  - **2140 Blackrock Place** – Exterior painting and removal of flower boxes

**Landscape Committee:**

Management had emailed the landscaper about a variety of work orders/requests after the last meeting. Management confirmed that the requests had been completed or were scheduled to be completed within the week.

**Neighborhood Committee:**

Chair Bob Ganch reported on the following:

- **Traffic Calming** – The City had installed the “Children at Play” sign on Sweetwater Drive that the Association purchased.

**Website Committee:**

Nothing to report.

**BOO Committee:**

Chair Kathy Minard reported on owl efforts.

- The owls activity has been somewhat quiet but they are still heard periodically in the area.

**4. APPROVAL OF THE MINUTES**

**After review, a motion was made and seconded (Shay/Minard) and unanimously resolved to approve the June 21, 2011 Regular Board of Directors Meeting minutes, as amended to adjust the word “assessment” to “inspection”, as well as the June 21, 2011 Executive Session minutes.**

## 5. TREASURER'S REPORT

### **Review of Financial Statement:**

Treasurer Niel Shay reported on his review of the financial statement for the period ending June 30, 2011 as follows:

- The balance sheet continues to look healthy and the Association is on track with the budget.
- There is approx \$175,226 in reserves at this time and approx \$24,320 in operating.
- The budget reflected approx \$2,100 surplus for the year.
- There were two accounts listed for consideration to be forwarded to collections. After review, the Board determined that it would be more appropriate to send another delinquency notice to the two owners. Management will request this from accounting and will provide updated information in August.
- One CD for \$72,727 matures on 7/23/11. Treasurer Shay provided his recommendations to the Board, who decided to renew the CD as follows:

**A motion was made and seconded (Shay/Roessler) and unanimously approved to transfer \$20,000 from the First Bank Money Market account and include this with the First Bank CD for a term of 9 months at a rate of .60%. The new CD will be in the amount of \$92,727.**

**A motion was made and seconded (Shay/Minard) and it was unanimously approved to accept the Treasurer's Report for the period ending June 30, 2011.**

## 6. BOARD DISCUSSION & DECISION - NEW BUSINESS

**A. V-Ditch Engineering Review/Erosion Control** – At the Board's request, Management identified an appropriate company, ENGE0, that will provide a technical V-ditch inspection and report that will be used to identify areas requiring any repairs. Management will prepare a draft RFP for this inspection/report and will forward it to the Board for review.

**B. Community Enhancement Project – Entry Sign/Island Renewal Project** - Management provided three proposals for varying methods of enhancing the entry areas and islands that were suggested by each of the three contractors.

After discussion, the Board requested that the project be tabled until it could be determined if Landscape Chairperson Johanna Scherrer would be available and able to participate in the development and decision-making process for the overall project. Management will check with the Landscape Chair and will report back to the Board.

Also, the Board requested that Management ask the Association's current landscaper to provide his recommendations/proposal for these enhancements, based on the existing RFP. Management will do so and will work to coordinate all this information with the Board and Chairperson Scherrer.

**C. Asphalt Repairs** – Management collected feedback that the City of Martinez had refused to pay for any asphalt repairs at the neighboring development, Fountainhead, because the cause of the damage was identified as being from tree roots that were not City trees.

After discussion, the Board requested that Management contact the City to ask about the process for conducting street repairs and to request the City's assistance.

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

- **Community Enhancement Project – Free Street Tree Program** –To date, Management has received three responses accepting the offer for a free tree. Management will identify 12 additional candidates in early August and will forward the same offer to the owners of those units.
- **Tot Lot/2205 Alps Retaining Walls** – Management reported these projects were completed, however, will request that the contractor return to “dog-ear” the corners of the boards for safety purposes.
- **Weed Abatement** – This project was completed July 1st.
- **Reserve Study** –Reserve Analysis Consulting is scheduling the onsite inspection which should take place in late July or early August.

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

### **Meeting Schedule**

Regular Board Meeting: Weds, August 17th, 6:30pm, 2327 Sweetwater Drive  
Regular Board Meeting: Weds, September 21st, 6:30pm, 2327 Sweetwater Drive  
Regular Board Meeting: Weds, October 19th, 6:30pm, 2327 Sweetwater Drive  
(tentative)

### **Maintenance/Inspections**

The next site inspection is scheduled to be conducted on 7/22.

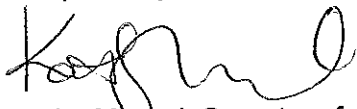
### **Newsletter**

The newsletter is scheduled to be issued August 15th. Management will include an article requesting a volunteer to fill the Board vacancy and a piece advising residents that after-hours calls to ACI result in a charge to the Association.

### **ADJOURNMENT**

**With business concluded, President Ganch adjourned the Regular Board of Directors Meeting at 8:56pm.**

Respectfully submitted,



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.

**May****Approve Minutes**

After review, a motion was made and seconded (Minard/Shay) and unanimously approved to approve the Regular Board of Directors Meeting minutes from April 19, 2011, as submitted.

After review, a motion was made and seconded (Minard/Shay) and unanimously approved to approve the Executive Session minutes from April 19, 2011, as submitted.

**Delinquencies**

A motion was made and seconded (Shay/Grzybowski) to authorize forwarding account 024 to ASAP for collection efforts. All were in favor and the motion carried unanimously.

**Write-Off**

A motion was made and seconded (Shay/Minard) to authorize writing off \$164.07 on account 107 provided that there are no charges to the Association from ASAP to do so. All were in favor and the motion carried unanimously.

**Treasurer's Report**

A motion was made and seconded (Shay/Grzybowski) and it was unanimously approved to accept the Treasurer's Report for the period ending April 30, 2011.

**Weed Abatement**

A motion was made and seconded (Grzybowski/Shay) and unanimously resolved to approve the proposal from Bodhaine Discing & Grading in the amount of \$3,700 to complete the annual weed abatement project.

**Tot Lot Retaining Wall**

A motion was made and seconded (Grzybowski/Shay) to approve the proposal from PJ McNamara for \$690 for retaining wall replacement at the tot lot. All were in favor and the motion carried unanimously. Additionally, the Board authorized the approval of replacement of the retaining wall in common area in front of 2205 Alps Court in the amount of \$445.

**Fence Proposal – 2131 Rock Pass Place**

The Board confirmed that the decision to accept the proposal from PJ McNamara Landscaping in the amount of \$2,645 was acceptable.

## June

### **Approve Minutes**

After review, a motion was made and seconded (Roessler/Shay) and unanimously approved to approve the Regular Board of Directors Meeting minutes, as amended to remove a homeowner name, as well as the Executive Session minutes from May 25, 2011, as submitted.

### **Delinquencies**

A motion was made and seconded (Shay/Roessler) and unanimously approved to authorize proceeding with pursuing a personal obligation on account 161 provided that there are no charges to the Association from ASAP to do so.

A motion was made and seconded (Shay/Minard) and unanimously approved to authorize a payment plan on account 128.

### **Treasurer's Report**

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

## July

### **Approve Minutes**

After review, a motion was made and seconded (Shay/Minard) and unanimously resolved to approve the June 21, 2011 Regular Board of Directors Meeting minutes, as amended to adjust the word "assessment" to "inspection", as well as the June 21, 2011 Executive Session minutes.

### **CD Renewal**

A motion was made and seconded (Shay/Roessler) and unanimously approved to transfer \$20,000 from the First Bank Money Market account and include this with the First Bank CD for a term of 9 months at a rate of .60%. The new CD will be in the amount of \$92,727.

### **Treasurer's Report**

A motion was made and seconded (Shay/Minard) and it was unanimously approved to accept the Treasurer's Report for the period ending June 30, 2011.