

**DIABLO VIEW HOMEOWNERS ASSOCIATION**  
**Board of Directors Meeting Minutes**  
**June 21, 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. The full Board was in attendance. Richard Grzybowski had submitted a written resignation on June 18, 2011 which was effective immediately. The Board of Directors extended sincere thanks to outgoing Director Richard Grzybowski for his contribution to the Diablo View community.

**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 no applications had been approved since the last meeting and there was one pending:

- **2356 Sweetwater Drive:** Exterior Window Sunscreens  
After review by Chair Roessler and the rest of the Board, it was determined that the exterior sunscreens were acceptable and the application was approved as submitted.

**Landscape Committee:**

Nothing to report.

**Neighborhood Committee:**

Chair Bob Ganch reported on the following:

- **Traffic Calming** – At the Board's request, Management had contacted the City about implementing some form of traffic calming in the tot lot area due to safety concerns. Management reported that a letter had been received from the City advising of their decision to install a "Children at Play" sign in the westbound direction of Sweetwater Drive near the tot lot. The Association will purchase the sign and the City will handle the installation. This should occur within the next few weeks.
- **Street Damage** – The Board and Management discussed the streets in the community that have become damaged over the years. At the Board's request, Management will contact neighboring Fountainhead Court HOA to see how they handled similar repairs that had been completed in their community.

- **Walk-Through Items** – Chair Ganch had observed a handful of items in the community that appeared to need attention. Chair Ganch will forward the list and Management will attend to them.
- **Sound Carries Signs** – Chair Ganch requested with the Board's agreement that additional signage be purchased and installed. Three additional "sound carries" signs will be obtained and installed at trail entrances in the community and at the post on the central hill.

**Website Committee:**

Management is continuing to work on review of the site and is sending periodic update requests to Dave Piersall.

**BOO Committee:**

Chair Kathy Minard reported on owl efforts.

- There is still owl activity at two boxes, although the birds are still proving difficult to observe directly. The owls continue to be heard on a regular basis. Management will include a reminder in the newsletter for owners to avoid using poisons for rodent control and also tips for discouraging rodents.

**4. APPROVAL OF THE 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.**

**5. TREASURER'S REPORT**

**Review of Financial Statement:**

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

- The balance sheet is healthy and the Association is on track with the budget so far.
- There is approx \$174,131 in reserves at this time and approx \$25,000 in operating.
- The budget reflected approx \$2,300 surplus for the year.

**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.**

**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.**

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

**There were no items for decision this month.**

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

- **Community Enhancement Project – Free Street Tree Program** – After sending the notice to 13 homes identified as candidates, Management received two responses accepting the offer for a free tree. The Board requested Management expand the offer to include up to 12 additional homes that are also possible candidates for a front yard tree. Management will identify these additional candidates and will forward the same notice to the owners of those units.
- **Community Enhancement Project - Entry Sign/Island Renewal Project:** Management contacted three landscape companies and requested proposals for designs for an organic, nature-based hardscape design for certain areas in the community, as well as integrated entry monuments/markers. The plant/irrigation portion of the project will be proposed by PJ McNamara, the Association's current landscaper, since they will be responsible for maintaining the plants. Management plans to conduct a bid walk with the three contractors on June 24<sup>th</sup> and will request that the proposals/design suggestions be available to be reviewed by the Board at the July meeting.
- **Tot Lot/2205 Alps Retaining Walls** – Management reported these projects were scheduled to be completed on June 27<sup>th</sup>-28<sup>th</sup>, weather permitting. Management will ensure the vendor retrieves all debris from the work sites.
- **Weed Abatement** – The project commenced on June 10<sup>th</sup> after being delayed due to unseasonal inclement weather. All the handwork was expected to be done as soon as conditions were favorable enough to continue.
- **Reserve Study** –Reserve Analysis Consulting is scheduling the onsite inspection which should take place in early July. Management will collect information about the Association's governing documents' expiration in 2025 in order for the Board to determine if this should be included as a reserve line item going forward.
- **Erosion Control** – After discussion, the Board determined it would be in the best interest of the Association to have a professional engineer inspect the state of the V-ditches and surrounding soil. After clearance and clean-up work is performed, Management will identify firms and arrange for this inspection of the V-ditches. The inspection report will then be used to affect the appropriate repairs by a soil engineer/drainage specialist.

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

### **Meeting Schedule**

Regular Board Meeting: Weds, July 20th, 6:30pm, 2327 Sweetwater Drive  
Regular Board Meeting: Weds, August 17th, 6:30pm, 2327 Sweetwater Drive  
Regular Board Meeting: Weds, September 21st, 6:30pm, 2327 Sweetwater Drive  
(tentative)

### **Maintenance/Inspections**

The next site inspection is scheduled to be conducted on 6/24.

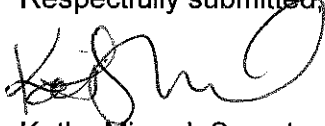
### **Newsletter**

The newsletter is scheduled to be issued at the end of June.

**ADJOURNMENT**

**With business concluded, President Ganch adjourned the Regular Board of Directors Meeting at 8:19pm to go to Executive Session to discuss a collection issue.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Kathy Minard', written over a horizontal line.

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.

---