

**DIABLO VIEW HOMEOWNERS ASSOCIATION**  
**Board of Directors Meeting Minutes**  
**March 2, 2011**

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

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

Homeowners: 3 homeowners were present. This included Boo Committee Chair Kathy Minard and Landscape Committee Chair Johanna Scherrer.

**CALL TO ORDER**

Vice President Richard Grzybowski called the meeting to order at 6:41pm at 2327 Sweetwater Drive in Martinez, CA. President Ganch arrived shortly thereafter.

**HOMEOWNERS' CONCERNS & COMMENTS**

An owner in attendance asked some questions about serving on the Board of Directors, as there is currently an open Director's seat. President Ganch gave an overview of Directors' responsibilities and roles of the Board and Management. The owner was encouraged to consider serving on the Board.

An owner reported to Management that she has started maintaining "Iris Lane" (open space along Rangeview Place walking path) and would like it if the HOA landscapers would help with removing weeds. Management advised the owner that this area is not included in the maintenance agreement and thanked her for her efforts in that area.

**COMMITTEE REPORTS**

**Architectural Committee:**

Chair Lou Roessler reported that no applications have been received since the last meeting.

**Landscape Committee:**

Next site inspection with Committee Chair Johanna Scherrer is scheduled for 3/11/11.

- **Pine Tree at Lower Entrance** – Tree #87 was removed on 2/14 in advance of very inclement weather. Trees 88, 89 and 90 will be evaluated for removal as part of the Phase 4 tree project later this year.
- **Community Enhancement/Wildflowers** – Wildflower seeds have been sown by PJ McNamara at no cost to the Association. We are receiving good rainfall so this enhancement project is looking promising

### **Neighborhood Committee:**

Chair Bob Ganch reported on upcoming community events and a traffic project.

- **Spring Egg Hunt** – The Association’s Annual Spring Egg Hunt is scheduled for Saturday, April 2<sup>nd</sup> at 10:00am sharp. Yvonne Tweeten has graciously volunteered to organize this event. Management has arranged for rental of the bunny suit and has announced the date in the newsletter.
- **Garage Sale** – The Association’s Annual Garage Sale is scheduled for Saturday, May 14<sup>th</sup> from 8:00am to 3:00pm. Although we don’t have any Diablo View volunteers to chair this year’s event yet, Management has been in communication with Fountainhead HOA’s management company and their Board President to coordinate a joint garage sale on that date. Fountainhead is assembling a committee that will also aid in the development of our event. Management has announced the garage sale in the newsletter will arrange public advertising in local newspapers and will also get the banner signage organized.
- **Traffic Calming** – Management has left a message for Alex Stroup, City Engineer, about having the department inspect and provide their recommendations about what a good traffic calming strategy would be near the Tot Lot. Management will advise when more information is obtained from them.

### **Website Committee:**

Management is in the process of reviewing the full site for any inconsistencies and/or corrections that should be made. There is more updating than was originally anticipated so the project is taking a little longer than expected.

### **BOO Committee:**

Committee Chair Kathy Minard reported on owl efforts.

- The owls appear to be using perhaps two of the three boxes, but they don’t appear to be using the one that has the camera positioned nearby.
- The owls are definitely hanging around the box at the top of the hill and are exhibiting signs of beginning to nest/mate. The owls are proving to be rather wily -- they seem to be aware when they are being observed which limits their activities until they feel secure again. Chair Minard will continue to surreptitiously stake out the boxes and will advise the Board on owlet progress.
- Chair Minard will contact the Hungry Owl Project group to see how their program will help at Diablo View.

### **APPROVAL OF THE MINUTES**

- Regular Board of Directors Meeting – February 9, 2011

**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.**

## **TREASURER'S REPORT**

Treasurer Niel Shay reported on his review of the financial statement for the period ending February 28, 2011:

- The operations balance is \$19,606.
- Reserves total \$167,064.
- Net income is \$380.63.
- The balance sheet is healthy and the Association is on track with the budget so far.
- Treasurer Shay liked the Reserve Balance Sheet that Management offered for tracking of reserve deposits and expenditures, and requested that it be included every other month in the financial package.
- One CD was renewed in February with First Bank for \$72,607.76. The term was 5 months at a rate of .50%.
- Upon renewal of the Mutual of Omaha CD that matures March 28th, the Board opted to include \$30,000 from the Money Market account in the renewal. The term will be staggered with the First Bank CD's term.

**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.**

- Management received CPA Mike Kilian's 2010 FYE audited financial statements and provided it to the Board for review and approval. Upon acceptance, Management will include a summary of the audit in the next newsletter and will note that a full copy is available through the website.

**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.**

- The ASAP collection reports for February were not provided to the Board for review because they were not received in time for the meeting. Management provided a semi-updated summary and will forward a fully updated summary and the reports when they become available.
- After review of the delinquent accounts, it was determined that one should be forwarded to ASAP at this time.

**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.**

- After review of the collection accounts, the Board requested confirmation of receipt of bankruptcy judgment documents on the three that feature amounts to be written off. The accounts are 177, 042 and 182.
- The Board also requested confirmation of the cut-off dates for the write-off accounts to ensure that the amounts written off are the amounts included

in the judgment, and not additional assessments that posted after the judgment date. The Board will wait to write off any losses until confirmation is received.

**A motion was made and seconded (Shay/Ganch) to accept the Treasurer's Report for the period ending February 28, 2011. All were in favor and the motion carried unanimously.**

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

### **Community Enhancement Project**

Following the conversation with John Hansen at the February Board meeting, Management obtained line-of-sight information from the City and provided it to Gary Wheeler of Arete for evaluation. Due to inclement weather, a viable date for an on-site inspection hasn't been identified yet. Management will work to get this settled as quickly as possible and, once it is, the Board will be advised and invited to attend the inspection/discussion.

Management investigated questions the Board had about possible funding limitations and provided information from Civil Code regarding this issue.

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

**Retaining Wall Shared Project** – The agreement between the owner of Lot 61 and the Association was signed at the February meeting. Management has met together with the owner and Will Medellin of D&H Landscaping. The owner sent photos of the progress and the project is moving along very nicely. USA has inspected and sprayed the site. The anticipated ground-breaking will be conducted as soon as possible, weather permitting.

**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.

**Sound Carries Sign**: Management was not able to make any progress on this item but will have it resolved shortly.

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

**2011 Goal Planning/Annual Calendar** – The Annual Calendar was updated and provided for the Board's information.

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

### **Meeting Schedule**

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 – Repairs were arranged on 1/27 but the lights were observed out again on 3/2. Management will follow up with the electrician to identify the problem.

**ADJOURNMENT**

**With business concluded, President Ganch adjourned the Regular Board of Directors Meeting at 8:24pm.**

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.

## **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.