

**DIABLO VIEW HOMEOWNERS ASSOCIATION**  
**Board of Directors Meeting Minutes**  
**May 25, 2011**

Directors Present: Vice President Richard Grzybowski, Treasurer Niel Shay and Secretary Kathy Minard

Directors Absent: President Bob Ganch and Director Lou Roessler

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

Homeowners: No homeowners were present

**1. CALL TO ORDER**

Vice President Richard Grzybowski called the meeting to order at 6:34pm at 2327 Sweetwater Drive in Martinez, CA.

**2. HOMEOWNERS' CONCERNS & COMMENTS**

There were no homeowners in attendance. One concern was reported since the last meeting regarding a shopping cart that had been abandoned on the walking path by "Iris Lane", and this had been retrieved by the store following a phone call from Management.

**3. COMMITTEE REPORTS**

**Architectural Committee:**

Management reported one application had been approved since the last meeting:

- **2228 Southwest Court:** Exterior Wood Repairs/Exterior Painting

**Landscape Committee:**

Nothing to report.

**Neighborhood Committee:**

Vice President Grzybowski commented on the following:

- **Garage Sale** – The Association's Annual Garage Sale was conducted on Saturday, May 14<sup>th</sup>. The event appeared to be well attended and there was steady traffic all day. Management had also received positive feedback from homeowners who participated.
- **Traffic Calming** – Management was successful in contacting the City of Martinez' Engineering Department about traffic calming on Sweetwater Drive, particularly around the tot lot area. The Association's request for street markings and/or signage will be addressed at their Traffic Safety Meeting in June.

**Website Committee:**

Nothing to report.

**BOO Committee:**

Committee Chair Kathy Minard reported on owl efforts.

- There is still owl activity at two boxes, although the birds are proving quite elusive to observe. The owls continue to be heard on a regular basis.

**4. APPROVAL OF THE MINUTES**

After review, a motion was made and seconded (Minard/Shay) and unanimously approved to approve the Regular Board of Directors Meeting minutes and the Executive Session minutes from April 19, 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 April 30, 2011 as follows:

- The balance sheet is healthy and the Association is on track with the budget so far.
- There is approx \$173,000 in reserves at this time and approx \$24,000 in operating.
- The budget reflected approx \$1,200 surplus for the year.

**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.**

**A motion was made and seconded (Shay/Minard) and unanimously approved to write off \$164.07 on account 107 provided that there are no charges to the Association from ASAP to do so.**

**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.**

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

- A. Weed Abatement Proposal – Unanimous Consent:** Due to timing constraints, Management had forwarded three weed abatement proposals to the Board for approval. The Board, by unanimous consent, had approved the proposal from Bodhaine Discing & Grading. Management requested that the approval be ratified in open session.

**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.**

- B. Community Enhancement Project - Entry Sign/Island Renewal Project:** After discussion, it was determined that it would not be beneficial to hire a designer for the entry/island renewal project due to economic reasons. The Board requested that Management contact three landscape companies that could submit designs and proposals for an organic, nature-based hardscape design for these areas in the community, as well as integrated entry monuments/markers.

The Board decided it would be preferable to have the actual plant/landscaping portion conducted by the Association's landscaper, since that will be the contractor responsible for maintenance and plant warranties. Management will provide a draft scope to the Board by email and will seek to obtain designs/proposals by the June meeting, if possible.

- C. **Tot Lot Retaining Wall Proposal:** A motion was made and seconded (Grzybowski/Shay) and it was unanimously approved to accept the proposal from PJ McNamara for \$690 for retaining wall replacement at the tot lot (upper end) and replacement of the retaining wall in common area in front of 2205 Alps Court in the amount of \$445.

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

- **Community Enhancement Project – Free Street Tree Program** – The Board reviewed the draft notice and approved it as submitted to be sent to the 13 homes identified as candidates.
- **Reserve Study** – The approved proposal has been sent to Reserve Analysis Consulting and Management is awaiting the scheduled inspection date.
- **2131 Rock Pass Place Fence Replacement** - Following the conditional approval of a proposal for this work in April, Management contacted the vendor and was advised of a significant delay to schedule the project. Due to timing concerns, Management ascertained that another of the original bidders would be able to install the fence immediately and at the same price that was previously approved. This was approved by majority vote by email, and Management requested that the decision be ratified in open session. **The Board confirmed that the decision to accept the proposal from PJ McNamara Landscaping in the amount of \$2,645 was acceptable.**
- **Insurance Renewal – Premium Refund** – Management has received the \$219 refund from the insurance carrier.
- **Sound Carries Sign** – Management has completed this installation.
- **Erosion Control** – Director Shay and a homeowner will be finalizing the inspection report and will provide a status on the V-Ditches in June.

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

### **Meeting Schedule**

Regular Board Meeting: June 21st, 6:30pm, 2327 Sweetwater Drive  
Regular Board Meeting: July 19th, 6:30pm, 2327 Sweetwater Drive  
Regular Board Meeting: August 16th, 6:30pm, 2327 Sweetwater Drive

### **Maintenance/Inspections**

The next site inspection is scheduled to be conducted on 5/27.

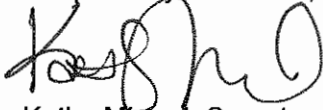
### **Newsletter**

The next newsletter is scheduled to be issued in mid-June.

## **ADJOURNMENT**

**With business concluded, Vice President Grzybowski adjourned the Regular Board of Directors Meeting at 7:20pm to go to Executive Session to discuss a collection issue.**

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.