

DIABLO VIEW HOMEOWNERS ASSOCIATION
Board of Directors Meeting Minutes
October 19, 2011

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

Directors Absent: None (one open position)

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 6:35pm at 2327 Sweetwater Drive in Martinez, CA.

2. HOMEOWNERS' CONCERNS & COMMENTS

An owner sent a letter commenting about a recent newsletter article that requested owners discourage their dogs from creating barking noise disturbances. Management will respond to the owner in writing.

Management was contacted by an owner who commented on a noise disturbance and reckless driving in the area where he lives. The owner will follow up if the situation doesn't resolve itself shortly.

3. COMMITTEE REPORTS

Architectural Committee:

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

- Applications Approved:
2160 Blackrock Place – Roof - Certainteed Pres.Shakes TL in Country Gray
2156 East View Place – Window Replacement – Milgaard
2217 Alps Court – Window Replacement – LBL Thermal
2229 Southwest Court – Exterior Painting – Navajo White/Sand Pebble

Chair Roessler is in the process of drafting an update to the architectural requirements when owners of attached units want to repaint the building's exterior. He will bring the draft language to the November meeting.

Landscape Committee:

Management is working to arrange a meeting to discuss possible landscape/entry marker strategies with Chair Johanna Scherrer and Secretary Kathy Minard.

Neighborhood Committee:

Nothing to report.

Website Committee:

Nothing to report.

BOO Committee:

Chair Kathy Minard reported on owl efforts.

- The owls are still active. Management contacted the Hungry Owl Project about timing of owl box cleaning. This work is in the process of being scheduled and Chair Minard is being kept informed of the progress.

4. APPROVAL OF THE MINUTES

After review, a motion was made and seconded (Ganch/Roessler) and unanimously resolved to approve the September 21, 2011 Regular Board of Directors Meeting minutes, as amended.

5. TREASURER'S REPORT

Review of Financial Statement:

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

- The balance sheet continues to look healthy and the Association is on track with the budget.
- There is approx \$184,000 in reserves at this time and approx \$22,200 in operating.
- The budget reflected approx \$545 net surplus for the year.
- One CD matures at the end of October; Management will provide rates when the time comes.

A motion was made and seconded (Ganch/Roessler) to approve reinvesting the \$63,488 Mutual of Omaha CD for a 6-month to 12-month term, pending review by the Treasurer. All were in favor and the motion carried unanimously.

- An account that has a payment plan in place is paying as agreed. The remaining collection accounts are being monitored as appropriate. Management will apprise the Board of updates as they become available.

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

Delinquencies:

There were no accounts that had reached the stage to send for collection efforts.

6. BOARD DISCUSSION & DECISION - NEW BUSINESS

A. Unanimous Consent - V-Ditch Inspection/Report Proposal - Management contacted Richard Avelar and Associates and requested clarification on the proposal items the Board had concerns about at the September meeting. The concerns were adequately addressed. The Board had approved the proposal for this work by unanimous consent in the amount of \$1,800.00. The Board formally ratified this decision in open session so it could be recorded in the minutes.

A motion was made and seconded (Shay/Roessler) to approve the V-Ditch Inspection/Report proposal from Richard Avelar and Associates in the amount of \$1,800. All were in favor and the motion carried unanimously.

B. Fire at Tot Lot – Landscape vendors had been identified who could bid the replacement/disposal of the rubber material with playground-grade mulch; the Board reviewed the RFP and Management will collect these bids ASAP.

After limited success getting responses from the original vendor who installed the tot lot play equipment, Management identified a licensed playground contractor in Novato who was able to identify the equipment and is correctly licensed to do these installations. The contractor, Community Playgrounds, will provide costs after getting pricing from the manufacturer.

7. BOARD DISCUSSION & DECISION – REVIEW ITEMS AND UPDATES

Community Enhancement – Free Street Tree Program – Letters offering the Free Tree Program were sent to 12 additional owners. Management had received one more call as a result of this second mailing, bringing the total to four owners who had accepted the offer. The Board authorized Management to identify opportunities to offer the trees on an ongoing basis and to contact the owners as appropriate.

2012 Draft Budget and Reserve Study – Treasurer Shay provided his recommendations on the draft Budget to the Board. After discussion, the Board approved the budget.

A motion was made and seconded (Ganch/Roessler) to approve the 2012 Annual Budget at no increase to the \$46 per month per unit assessment. All were in favor and the motion carried unanimously.

The 2012 Reserve Study draft was also reviewed and found to be appropriate at this time.

A motion was made and seconded (Ganch/Roessler) to approve the 2012 Reserve Study as submitted. All were in favor and the motion carried unanimously.

Asphalt Repairs – Management received feedback about the asphalt repair questions from Tim Tucker at the City of Martinez and provided this information to the Board. After reviewing a sample RFP for this project, the Board requested Management obtain an arborist's opinion about the stone pines on East Peak Court to determine if they should be removed prior to conducting asphalt repairs in that area.

Phase 4 Tree Project – Management will request bids for this year's Phase Four Tree Project. There are a small handful of common area tree trimming requests that had been submitted by owners and Management will include these in the project. The stone pines on East Peak Court, should they be recommended for removal, will be handled as a stand-alone project.

8. MANAGER'S REPORT - ACTION ITEMS

Meeting Schedule

Regular Board Meeting: Wed., November 16th, 6:30pm, 2327 Sweetwater Drive

Annual Meeting: Tues., December 6th, 7:00pm
Church of Christ, 1865 Arnold Drive

Maintenance/Inspections

The next site inspection is scheduled to be conducted shortly. The most recent inspection did not feature any significant issues.

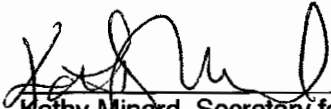
Newsletter

A newsletter is scheduled to be issued following the Annual Meeting and Election in early December. Articles will include election results, budget approved at no increase, owl box maintenance update and a request for owners/residents to watch for trespassers.

9. ADJOURNMENT

With business concluded, President Ganch adjourned the Regular Board of Directors Meeting at 8:55pm.

Respectfully submitted,



Kathy Minard, Secretary for
Diablo View Homeowners Association
Board of Directors

11/16/11

Date

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.

August

Approve Minutes

After review, a motion was made and seconded (Ganch/Shay) and unanimously resolved to approve the July 21, 2011 Regular Board of Directors Meeting minutes, as submitted.

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 July 31, 2011.

September

Approve Minutes

After review, a motion was made and seconded (Ganch/Minard) and unanimously resolved to approve the August 17, 2011 Regular Board of Directors Meeting minutes, with a small amendment to the Asphalt Repairs item.

Treasurer's Report

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

Delinquencies:

A motion was made and seconded (Shay/Ganch) and it was unanimously approved authorize forwarding the following accounts to collections: 006, 129 and 147.

October

Approve Minutes

After review, a motion was made and seconded (Ganch/Roessler) and unanimously resolved to approve the October 19, 2011 Regular Board of Directors Meeting minutes, as amended.

CD Renewal

A motion was made and seconded (Ganch/Roessler) to approve reinvesting the \$63,488 Mutual of Omaha CD for a 6-month to 12-month term, pending review by the Treasurer. All were in favor and the motion carried unanimously.

Treasurer's Report

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

Unanimous Consent – V-Ditch Inspection/Report Proposal:

A motion was made and seconded (Shay/Roessler) to approve the V-Ditch Inspection/Report proposal from Richard Avelar and Associates in the amount of \$1,800. All were in favor and the motion carried unanimously.

2012 Budget

A motion was made and seconded (Ganch/Roessler) to approve the 2012 Annual Budget at no increase to the \$46 per month per unit assessment. All were in favor and the motion carried unanimously.

2012 Reserve Study

A motion was made and seconded (Ganch/Roessler) to approve the 2012 Reserve Study as submitted. All were in favor and the motion carried unanimously.