

DIABLO VIEW HOMEOWNERS ASSOCIATION
Board of Directors Meeting Minutes
September 21, 2011

Directors Present: President Bob Ganch (via conference call on speaker phone), 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: One homeowner was present

1. CALL TO ORDER

Treasurer Niel Shay called the meeting to order at 6:33pm at 2327 Sweetwater Drive in Martinez, CA.

2. HOMEOWNERS' CONCERNS & COMMENTS

One homeowner in attendance reported an inordinate amount of barking in the neighborhood surrounding her home. The homeowner will email the addresses where the dogs reside so the owners can be contacted about the problem.

3. COMMITTEE REPORTS

Architectural Committee:

Chair Lou Roessler reported one application had been approved since the last meeting and there were two pending. The two would be reviewed and forwarded to Management for processing shortly.

- Application Approved:
2297 Stillcreek Ct – Replace roof – Decra Steel Shake
- Applications Pending:
2160 Blackrock Place – Replace roof – Certaineed Presidential TL shakes in Country Gray
2156 East View Place – Window replacement - Milgaard

Management also requested feedback on a paint issue related to attached units and the requirement that the same colors be used at each residence when repainting. After discussion, it was determined by the Board and Chair Roessler that the architectural rule regarding this requirement be revisited and perhaps updated. Management will work with Chair Roessler to develop draft language for this item.

Landscape Committee:

Management had been in contact with Committee Chair Johanna Scherrer about the community enhancement project. A meeting will be planned for early/mid-October to discuss current proposals and brainstorm on the overall design and types of entry markers. Secretary Minard expressed interest in participating in these discussions and will also be included.

Pine Trees at Tot Lot – Treasurer Shay reported that a neighbor of Diablo View requested that the large pine tree at the southwest corner of tot lot be inspected and perhaps have some trimming conducted. Management will arrange to have this tree inspected as part of this year's Phase 4 Tree Project, which will be scheduled for sometime in early/mid –November. Management will also have the pine trees on East Peak Court evaluated as part of the project.

Common Area Pruning – North Peak Ct. – After discussion, the Board requested Management arrange for "view window" pruning to be done behind one residence as a result of an owner inquiry. This was determined to be acceptable in this particular circumstance.

Neighborhood Committee:
Nothing to report.

Website Committee:
Nothing to report.

BOO Committee:
Chair Kathy Minard reported on owl efforts.

- She heard the owls again recently so they are still active. Management will check with the Hungry Owl Project to confirm what the owl box maintenance schedule is for this year and will coordinate with Chair Minard.

4. APPROVAL OF THE 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.

5. TREASURER'S REPORT

Review of Financial Statement:

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

- The balance sheet continues to look healthy and the Association is on track with the budget.
- There is approx \$180,495 in reserves at this time and approx \$24,400 in operating.
- The budget reflected approx \$2,000 net surplus for the year.
- One CD matures at the end of October; Management will provide rates when the time comes.
- Management confirmed a seriously delinquent collections account had been paid in full and the Association received \$1,350 in funds owed to Diablo View. There was another smaller collection account that also paid in full in the amount of \$251. One account that has a payment plan in place is paying as agreed.

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.

6. BOARD DISCUSSION & DECISION - NEW BUSINESS

A. V-Ditch Engineering Review/Erosion Control – Management provided an additional bid for the V-Ditch inspection and report preparation. After review, it was requested that Management obtain clarification from the bidder about the not-to-exceed amount and some insurance coverage concerns. After Management gets clarification, this item will be decided by unanimous consent and ratified at the October open meeting.

A. Fire at Tot Lot - On 9/4/11, the tot lot was damaged by a fire, apparently set by three young males. The fire department responded to extinguish the fire and the area was caution-taped by Treasurer Shay and cleaned up the best it could be on 9/6.

Management inspected the cleaned-up area and recommended the Board consider replacing the shredded tire material with playground grade wood chips, the same as the lower part of the tot lot. Also, one piece of play equipment was destroyed and another piece must be replaced due to damage. A third piece of equipment, a spring-rider, was stolen the following week and will also need to be replaced.

The Board instructed Management to proceed with replacing the shredded tire material with playground bark and to obtain catalogs from playground equipment companies for the replacement parts. Management will do this and will forward the information by email. Once the Board determines what types of equipment would be acceptable, Management will engage the homeowner who is the Kids' Club Coordinator for feedback and recommendations.

The Board authorized offering a \$250.00 reward to encourage the community's assistance in obtaining specific information leading to the arrest and conviction of the arsonists.

7. BOARD DISCUSSION & DECISION – REVIEW ITEMS AND UPDATES

Community Enhancement – Free Street Tree Program –Management had identified twelve more homes that were added to the Free Street Tree candidate list. An unanticipated delay occurred; letters will be sent to owners with the offer shortly.

2012 Draft Reserve Study and Budget –Reserve Analysis Consulting had sent an initial a draft reserve study following the three-year site inspection. Management provided this to the Board for preliminary review. It will be finalized by the October meeting. Management also emailed the draft 2012 Budget to the Board; Treasurer Shay will provide recommendations in October.

Asphalt Repairs – Management had made several attempts to contact the City Engineering Dept. about this issue, including sending a formal written request for assistance and guidance on the repairs that are needed. The engineer was scheduled to be out until 9/26; Management will try one more time after that date and will escalate to a supervisor if necessary.

8. MANAGER'S REPORT - ACTION ITEMS

Meeting Schedule

Regular Board Meeting: Weds., October 19th, 6:30pm, 2327 Sweetwater Drive
Regular Board Meeting: Weds., November 16th, 6:30pm, 2327 Sweetwater Drive

Maintenance/Inspections

The next site inspection is scheduled to be conducted on 9/23.
President Ganch requested that two sections of fence be inspected and proposals for repairs be provided. The fence sections are on East Peak Court.


Newsletter

A newsletter is scheduled to be issued near the end of September or very early October. A self nomination form will be included and Management reviewed a list of other article items with the Board, including the inclusion of the \$250.00 reward offered for information leading to those responsible for the tot lot fire.

ADJOURNMENT

With business concluded, President Ganch adjourned the Regular Board of Directors Meeting at 8:30pm.

Respectfully submitted,



Kathy Winard, Secretary for
Diablo View Homeowners Association
Board of Directors
NIEL SHAY, TREASURER

10/19/11
Date