



DIABLO WEST HOMEOWNERS ASSOCIATION ANNUAL MEMBERS MEETING

February 19, 2018

- I. Call to Order: A regular meeting of the Diablo West Homeowners Association was held at the Diablo West Clubhouse, Danville, California, on February 19, 2018. The meeting convened at 7:01 p.m.

Members of the Board in attendance: Jim Radding, President; Joan Flynn, Vice President; Lee Rude, Chief Financial Officer, Judy Willson, Secretary and Ron Vincent, Director at Large.

Others in attendance: George Cooper, Groundskeeper, Pat Dunn, Design Committee Chairperson and homeowners Jean Lindberg, Mariane Randall, Marge Levy and Maggie Harrington.

- II. Approval of Minutes: Motion was made by Joan and seconded by Ron, to approve the minutes of the January 15, 2018 Board Meeting. **Motion Carried.**

- III. Grounds Report:

- A) George reported that the new alarm system is installed and the SRVFD passed all equipment. The only problem they found was that we need to fix some sheetrock in the pool equipment room. The repair should cost \$200-\$300. SRVFD will come back to inspect it in two weeks.
- B) The sidewalk repair near the California Pepper tree is scheduled to begin next Monday. We need to coordinate the old sidewalk removal with our tree service because the root grinding needs to be done the next day. The job should be completed within the next couple of weeks. George will yellow-tape the area for safety.
- C) George asked our pool service for a bid on the kiddie pool repairs: resurfacing, relocating the drains and installing a new heater. The project will come in at \$5,000 for the pool work, \$3,000 for the heater.
- D) Ron noted that we need to look at resurfacing the pool deck in conjunction with the wading pool project. The entire upper pool deck needs to be resurfaced.

- E) Jim asked George to get estimates for redoing the whole top deck. Pat Dunn said that she may have a contractor's name and George will ask our pool service. Since we only have a few months to get this work completed before the pool opens in May, George will email the price quotes to the Board ahead of the March Board meeting in case we want to meet earlier and get a head start on it. The Board will also decide on the finish of the kiddie pool at that time.
- F) Ron suggested that since the entire pool decking needs resurfacing, we break the project down into two manageable phases: Phase 1 – Upper Area and Phase 2 – Lower Pool Area.
- G) Jim asked about our pool furniture. George said we could probably use some additional chaise lounges and some new cushions. The existing cushions are dirty, and they don't clean well. George will get an estimate for new chairs and all new cushions and present it at the next meeting.

IV. Committee Reports:

A) Design Review Committee

- 1) Pat Dunn reported that the following projects have been approved and are pending completion:
 - a) New roof to be installed in early March.
 - b) New front door, side window, paint and shutters. The painting is complete, shutters and door are pending.
- 2) The following projects have been completed:
 - a) Four roof replacements.
 - b) Two fence/gate replacements, no changes.
 - c) One fence replacement, changed from original grape stake.
- 3) Ongoing project: Home renovation contractor to present landscape plans and new paint color for approval.
- 4) Violations:
 - a) Three homeowners were asked to remove their holiday lights. All complied.

B) Social Committee

- 1) Jim reported that the Seder was scheduled for Friday, March 30th. Marge Levy and Gail Lazarus are hosting.
- 2) Judy reported that the annual Easter Egg Hunt is scheduled for Saturday, March 31st at 10:00 a.m. We have new hosts this year, Carisa Ferraioli and Maureen Buttery. Entertainment will be provided by magician Drea Illusion. The hosts have arranged to have the coffee donated. Expenses should run about \$650-\$700.
- 3) Judy brought up the fact that we are still unable to find someone to take on the position of Social Chairperson, which is being handled by the Board. Some Board members feel that this actually works well, and that the Board should

continue to head up events and just find volunteers to help out. This may work, since many members are willing to be part of a committee, but no one wants to be in charge.

V. Owner Concerns and/or Comments:

- A) Jean Lindberg, Mariane Randall, Marge Levy and Maggie Harrington, book club members who requested the installation of the Little Free Library, came to ask the Board to reconsider the location that was approved for it. The women think the approved location would attract unwanted vehicle traffic and that the nearby homeowners may have lights shining into their windows and people looking into their homes. They would prefer to have it located near the clubhouse or near the playground, where it would be accessible to neighbors walking the greenbelt.
- B) After considering the women's arguments, the Board agreed to locating the Little Free Library near the playground.
- C) Jim reminded everyone that the Library would be reviewed and reevaluated in one year.

VI. Officers' Reports:

Presidents Report:

- A) No report.

Vice Presidents Report:

- A) Joan noted that she was very pleased with the exterior painting, which looks great and is garnering many compliments. Coating Painting has done a great job.

Chief Financial Officer's Report:

- A) Lee reviewed the January 31, 2018 financials. As of 1/31/18, monthly assessment income was \$23,008 plus \$466 interest income. The total operating fund balance was \$112, 994. Based on monthly computation figures:

1) Net income for the month of January 2018:	\$ 7,440
Allocation to reserves:	3,252
Net assessment income:	4,188

If the 12 delinquent homeowners had paid, net income would have been \$7,927.

- B) Delinquencies were discussed.
 - 1) UTS contacted account #245 that was referred to them last month. The homeowner would like to work out a payment arrangement with them. He did

not respond to our invitation to meet and confer and has accrued significant additional charges.

- 2) Account #216, the homeowner who paid up after we recently filed foreclosure on the property, is now in arrears again.

Director-at-Large Report:

- A) No Report.

Secretary's Report:

- A) Judy reported that she had already received the Email Consent form from the new buyers of the Wang/Lawrence home at 767 Contada. They are Virginia Lampson and Todd Milan. The property is scheduled to close escrow March 12, 2018. The Miller's home at 514 LaMancha is pending sale and the Carlier home at 510 LaMancha is listed. The Engelbrecht's home at 637 Mia will be listed soon.
- B) Judy distributed copies of Berding/Weil's 2018 Disclosure Checklist which we use as a guideline for the timing of required reports.
- C) Judy reminded everyone that the Review of Financial Statement needs to be distributed to the membership no later than May 1st. This is the report prepared by our CPA after the close of our fiscal year on December 31st. This responsibility falls primarily on Lee, although Judy will take care of mailing hard copies to our members who do not have computers or who have requested that financial documents be delivered by U.S. Mail. Jim will post the document to the website for member viewing.

VII. Unfinished Business:

- A) Baby pool refurbish/new heater
 - 1) Previously discussed under Grounds Report.
- B) Lifeguards
 - 1) Due to the absence of Laura Hennon, who served as last year's Pool Coordinator, the discussion of lifeguards for 2018 was tabled until next month.

VIII. New Business:

- A) There was no new business to discuss.

IX. Adjournment:

- A) Motion was made Joan, seconded by Ron, to adjourn the meeting at 8:58 p.m.
Motion carried.

Respectfully submitted,

Judith Willson

Judith Willson,
Secretary