



DIABLO WEST HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

March 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 March 19, 2018. The meeting convened at 7:10 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

Absent: Pat Dunn, Design Committee Chairperson

- II. Approval of Minutes: Motion was made by Joan and seconded by Lee, to approve the minutes of the February 19, 2018 Board Meeting. **Motion Carried.**

- III. Grounds Report:

- A) George reported that the SRVFD inspection has been completed. The inspector signed off on everything, including the new wallboard.
- B) George reported that the homeowners who want a tree removed from the greenbelt behind their home are still requesting permission to take it down at their own expense. The Board is not inclined to remove a healthy living tree and Lee is opposed to the HOA setting a precedent that would encourage other homeowners to remove healthy trees from behind their homes. Jim suggested that the homeowners come to the next board meeting and present their argument. George will notify the homeowner.
- C) George presented information regarding resurfacing the pool deck. A bid from Liquid Coating Designs to resurface the upper deck only, came in at \$44,000, with a start date at least a 3-months out. The liquid coating product is quite thick and is sculpted to look like actual stone in a variety of color tones. There is a half inch drop between the sections. Joan said that in her experience, this type of surface is very hot to the feet and due to its thickness, it's subject to cracking.

Caribbean Pools, our pool service company, will resurface the upper deck with the cool deck product for \$33,000, plus the \$8,500 already approved for the kiddie pool and heater. Caribbean can complete the job in 3 to 5 weeks. Joan is highly in favor of cool deck, which is our current surface material. The Board will discuss this further during the new business discussion.

- D) George reported that the new sidewalk around the California Pepper tree has been completed and Jim said it looked great. George said that the contractor reinforced it with rebar pins. He also said that whenever we have a concrete slab that only need partial repair, this contractor can replace just the broken part, using the rebar pins to secure the new and old sections together.

IV. Committee Reports:

A) Design Review Committee

- 1) Pat Dunn was unable to make the meeting, but she sent a message to let the Board know that there had not been any new home improvement requests since her last month's report.

B) Social Committee

- 1) Jim reported that Marge Levy was expecting a good turn-out at the Seder on Friday, March 30th. Fewer non-Jewish neighbors will be attending this year because it coincides Good Friday.
- 2) Joan asked if the hosts for the Easter Egg Hunt had found someone to be Bunny, since the kids love having their picture taken with him. Judy will check, but she thinks they will not be having a Bunny this year. Entertainment will be an interactive magic show. The Hunt takes place on Saturday, March 31st, at 10:00 AM.

V. Owner Concerns and/or Comments:

- A) There were no new homeowner issues.

VI. Officers' Reports:

Presidents Report:

- A) Jim reported that the new DW Directory was delivered over the weekend. It looks terrific! Congratulations to Irene Spring who does such a great job.
- B) Judy noted that the deliveries were made by the Neighborhood Watch Captains.

Vice Presidents Report:

- A) Joan reported that she is still working with Carpet One to get the new carpeting replaced. It did not hold up well, at all, and we've refused to pay for it. Joan will be meeting with the Carpet One manager again this coming week. It is the carpet manufacturer who refuses to replace it, so unfortunately, Carpet One will have to absorb the loss.

Chief Financial Officer's Report:

- A) Lee reviewed the February 28, 2018 financials. As of 2/28/18, the total operating fund balance was \$105,225 and the total reserve fund balance was \$314,323. Total assets were \$419,548.
- B) Lee opened a discussion of MCE, the company who is now sourcing renewable energy sources for PG&E. Effective April 1st MCE will begin sourcing 50% of the power supplied to us by PG&E. This will change for everyone unless they opt out. Lee asked if we should opt out the HOA. After a brief discussion, the Board decided to let it go and evaluate it after we see how it affects the next couple of PG&E bills.
- C) Lee has received the draft of the final CPA-reviewed financial report for 2017. He will forward it to the Board members for review and approval before we send it out.
 - 1) Jim will post the report to the Members section of the website and notify the membership that it is available for viewing.
 - 2) Judy will have the report printed and mail it to those members who do not have computers, or who have requested financial reports delivered by U.S. Mail only. We will need 42 copies: 27 without computers and 15 U.S. Mail.
- D) Lee reported that all taxes have been paid: State, Federal and Property. The \$299 income tax payment represents taxes on pool attendant income.
- E) Lee noted his concern that we are likely to run over budget on legal expenses. Judy said she had suggested that we budget \$18,000 due to the update of our governing documents, but we may not run that far over because some of the expense was paid last year. But printing and postages will increase significantly.
- F) Lee reported that he had renegotiated our phone service with AT&T, which brings the monthly costs down somewhat. Lee asked if we see any need for having WIFI in the clubhouse. AT&T offers a better rate with WIFI. Jim suggested he ask George if anyone renting the clubhouse has inquired about it.
- G) Lee appreciated getting the clubhouse rental log, but he would still like to have the payments billed through HOA. Further discussion is needed.
- H) Delinquencies were discussed.
 - 1) Account #245 paid in full. The account had been referred to UTS for collection last month.
 - 2) Account #216, paid one quarterly assessment and is now delinquent for the January 2018 assessment.

Director-at-Large Report:

A) No Report.

Secretary's Report:

A) Judy reported that she has not heard anything more from Andrea O'Toole, our attorney at Berding/Weil regarding the status of our governing documents. She will call her next week

VII. Unfinished Business:

A) Lifeguards

- 1) Jim reported that our lifeguard coordinator, Laura Hennon, polled several young mothers in our neighborhood regarding lifeguard hours. They suggested one lifeguard from 12 to 4 and also said that they would like to have a first-aid kit. A first aid kit is available in the pool room. We will ask George about public access.
- 2) Joanie reminded everyone that DW did not have lifeguards for many years. As long as we have 'No Lifeguard on Duty' and 'Swim at Your Own Risk' signs prominently posted, which we do, the Association has no greater liability. Joanie thinks we are at greater risk when guards do not show up for their shifts when parents expect them to be there. Jim will ask George to purchase some additional signs.
- 3) Motion was made by Ron and seconded by Judy, to not hire lifeguards for the 2018 season. **Motion Carried.**

B) Free Little Library Location

- 1) Last month the Board agreed to relocate the Free Little Library onto the greenbelt near the children's play structure. After looking at the location, both George and the library sponsors did not think it was suitable and requested a different site.
- 2) The preferred location is near the bench along the sidewalk behind the clubhouse. Motion was made by Joan and seconded by Ron, to install the Free Little Library structure at this preferred location. **Motion Carried.**

VIII. New Business:

A) Pool Deck Resurfacing

- 1) Prior to the start of the meeting, the Board examined the upper and lower pool decks and decided that the lower deck also needed resurfacing at this time.
- 2) The Board will ask George to get an updated estimate from Caribbean Pools to include both decks.

3) Lee expressed his concern about drawing down our reserves by such a significant amount. Judy noted that our reserve total is at/or about the maximum 134%, and no high-ticket items are scheduled during the next two years. Even after this expense, our reserves will still be significantly higher than the 70% threshold for healthy reserve balances. Both Jim and Ron noted that we have just completed a lot of major repairs and maintenance.

B) Baby Pool Resurfacing and Pool Heater

- 1) Last month George presented an estimate from Caribbean Pools of \$8,500 for resurfacing the baby pool, relocating the drains and installing a new water heater. The Board decided to get a combined estimate for this job and the pool deck resurfacing.
- 2) The Board is confident that George can negotiate an equitable contract with Caribbean Pools. Motion was made by Ron, and seconded by Joan, to approve a contract not to exceed \$80,000 to resurface the upper and lower decks with cool deck, including the \$8,500 baby pool work. **Motion Carried with one No Vote from Lee Rude.**

IX. Adjournment:

- A) Motion was made Joan, seconded by Ron, to adjourn the meeting at 9:17 p.m.
Motion carried.

Respectfully submitted,

Judith Willson

Judith Willson,
Secretary