



DIABLO WEST HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

June 18, 2018

- I. Call to Order: A regular meeting of the Diablo West Homeowners Association was held at the Diablo West Clubhouse, Danville, California, on June 18, 2018. The meeting convened at 7:02 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, Laura Hennon, Social Coordinator and homeowners Adam Buttery and Matt Hirschhorn.

Absent: Pat Dunn, Design Review Committee Chairperson.

- II. Approval of Minutes: Motion was made by Joan and seconded by Ron to approve the minutes of the May 21, 2018 Board Meeting. **Motion Carried.**

III. Grounds Report:

- A) George reported that he had some tree work done last week to adjust the canopy weight of the large oak on the greenbelt near the Contada Circle entrance trellis. This is the largest tree in the subdivision and needs attention periodically. This week the arborist will also take a look at the large tree near the playground.
- B) George reported that Trench Free will be here to make the entry repair on Thursday. They will block off one side of the entry and convert the other into 2-way traffic. George reported that he is meeting Al from Caribbean Pools tomorrow to go over the pool deck punch list. The invoice should show half up front and half upon completion, with a 10% holdback.
- C) George reported that the check valve on the large pool filtering system was losing prime and had to be replaced at a cost of \$90.00.
- D) George reported that there was a leak in the solar heating system because a clamp came off. George replaced the clamp at no extra charge.

- E) George priced replacement cushions for our lounge chairs at \$85 each for reversible cushions. Jim suggested we purchase the best quality, long-lasting cushions, spending up to \$1,000. The last ones we bought lasted 10 years.
- F) The Music on the Green events require electricity, which we have been providing by running an extension cord out through the men's bathroom window. George will look into having outdoor outlets installed, near the green and on the patio.
- G) George reported that Caribbean Pools was called to come out and disinfect the kiddie pool with antibacterial agents due to contamination. The pool remained closed for more than 24 hours. Cost for this service and materials was \$360.12. Lee said HOA will need an invoice from Caribbean Pools. George will ask the pool company to submit one.

IV. Committee Reports

A) Design Review Committee

- 1) No report.

B) Social Committee

- 1) Laura Hennon, who volunteered to head up the Social Committee, said that she will not be having a committee and would prefer to be called Social Coordinator. For the most part, she will not be participating in putting on the social events. She will be sending out a Survey Genius listing the upcoming events and budgets. If no one volunteers, the event will be canceled, or the Board can take it on.
- 2) Judy noted that she was the only one to sign up for the 4th of July party. Most of the other Board members are out of town this year, so she will try to recruit a couple of helpers. The 4th celebration is one of the best attended events of the year.

V. Owner Concerns and/or Comments:

- A) Adam Buttery stated his objection to the Clubhouse Policy which states that use of the pool and/or tennis courts is not included with rental of the clubhouse. Mr. Buttery's interpretation of the rule is not the same as the intent of the rule. Following discussion, the Board decided to re-state the rules for clarification.

VI. Officers' Reports:

Presidents Report:

- A) No report.

Vice Presidents Report:

- A) After meeting with the manager of Carpet One last month, Joan agreed to have the carpet professionally cleaned one more time at their expense. The cleaners will be here on Wednesday, June 20th, to try again. Joan reported that in addition to not cleaning well, she has already noticed that some of the seams are coming up.

Chief Financial Officer's Report:

- A) Lee reviewed the May 31, 2018 financials. As of 5/31/18, the total operating fund balance was \$125,938 and the total reserve fund balance was \$253,139. Total assets were \$379,077.
- B) Lee reported that we will not be renewing our Workman's Comp Insurance Policy this year since we decided to discontinue hiring lifeguards. The HOA has no employees.
- C) Lee noted that he is holding back 10% payment until the punch list for the pool deck resurfacing is completed to our satisfaction.
- D) Delinquencies were discussed.
 - 1) An invitation to Meet and Confer was sent to Account #216 via Certified and Regular U.S. Mail on May 22, 2018. The homeowner failed to respond. As approved at the May 21, 2018 board meeting, Lee will ask HOA to transfer this account to UTS for collection.
 - 2) Only one additional account is past due for the April installment as of 5/31/18, and that may have already been paid by now.

Director-at-Large Report:

- A) No report.

Secretary's Report:

- A) Judy reported that the bank-owned home at 90 Lomitas and the reno home at 91 Lomitas are both on the market.
- B) The home at 637 Mia Court is under contract and expected to close 7/6/18.
- C) The home at 206 Sabina will be listed next month.
- D) Last month Judy announced that she had arranged a Community meeting with Amy Ballock, Danville Police Coordinator with Neighborhood Watch. The meeting was held at the clubhouse June 7th. About 50-60 residents turned out to hear her talk. Amy discussed various property crimes happening in Danville recently, but her emphasis was on protecting our properties with doorbell and other cameras. She also provided the Board with lots of good information about the license plate reader cameras that we're interested in installing.

- E) Judy reported that she did not send a notice to the homeowner whose large German Shepard was causing a problem. Instead, she contacted him via email. The homeowner has hired a trainer, and a dog walker. He will not “walk” the dog from the car again. Since the homeowner is working to eliminate the problem, no violation notice was issued at this time.

VII. Unfinished Business:

- A) Adoption of New Pool Rules/Distribution to Members
- 1) Judy reported that she had distributed to the membership, a copy of the pool rules that were amended to discontinue hiring lifeguards. The amendment was approved, adopted and made effective May 21, 2018.
- B) Security – discussion of license plate reader cameras
- 1) Amy Ballock forwarded information and stats on the license plate cameras that are currently used by Danville Police Department. Judy distributed the pamphlets to the Board for review. Discussion will be held at a later date.
Tabled.
- C) Rental Survey Update
- 1) Judy distributed a list of the 24 rental properties in DW. Only one is a problem with a homeowner who has not responded. Of the remaining 23 homes, Judy has received rental agreements for 20, two properties have just been rented and have not forwarded their agreements yet, and one property is currently vacant. Judy asked if she should send a violation notice to the owner who has not responded. She is reluctant to do so because the homeowner has had some problems with a neighbor. Ron said he will talk to the homeowner since he lives near the rental and runs into him occasionally.
- D) TV/Wi-Fi for Clubhouse
- 1) Matt Hirschhorn presented a request to purchase a 75” TV for the clubhouse. The TV would be mounted between the windows on the front side of the clubhouse. The cost of the unit and wall mount would be \$2,986. Motion was made by Ron and seconded by Jim to purchase a 75” TV from Costco for \$2,986. **Motion carried.**
 - 2) The Board will consider ordering Wi-Fi through AT&T or Xfinity.

VIII. New Business:

- A) Owner behind on HOA fees – next step
- 1) Previously discussed under delinquencies.
- B) Workman’s Comp Policy
- 1) Previously discussed in CFO’s Report.
- C) Restating the clubhouse policy and clubhouse agreement
- 1) To be discussed in future Executive Session.

IX. Adjournment:

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

Respectfully submitted,

Judith Willson

Judith Willson,
Secretary