



DIABLO WEST HOMEOWNERS ASSOCIATION ANNUAL MEMBERS MEETING
January 15, 2018

- I, Call to Order: A regular meeting of the Diablo West Homeowners Association was held at the Diablo West Clubhouse, Danville, California, on January 15, 2018. The meeting convened at 7:01 p.m.

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

Others in attendance: George Cooper, Groundskeeper and homeowners Marge Levy and Mariane Randall.

Absent: Pat Dunn, Design Review Chairperson

- II. Approval of Minutes:

A) **Motion was made by Joan and seconded by Ron to approve the minutes of the December 11, 2017 Board Meeting. Motion carried.**

- II. Grounds Report:

A) George reported that he had gotten a bid on a 24 X 6-foot section of concrete to replace the uneven section of walkway caused by the roots of a California pepper tree on the greenbelt. The bid of \$2,150 includes grinding the roots, demo and haul away. The project should be done in a couple of weeks.

Motion was made by Joan and seconded by Judy to accept the bid of \$2,150 to remove and replace the uneven section of walkway. **Motion carried.**

B) George reported that a homeowner who lives near the playground asked to remove a small tree that is planted on the greenbelt outside her fence. Three trees are planted there, the small one and two larger trees. The homeowner claims that the trees have been planted too close together and that their branches are interweaving with each other and with trees inside her yard. The homeowner is willing to pay the removal expense. George said that it's a healthy tree and he doesn't see any reason to take it down, but he recommended that the Board look at it before making a decision. He will mark the tree to identify it for viewing. The Board agreed. [DISCUSSION]

C) George reported that the SRVFD has reviewed the proposed upgrades to our alarm system. Denelect will install the upgrades once they receive approval from the SRVFD. Everything is already paid for.

- IV. Committee Reports:

A) Design Review Committee

1) No report.

B) Social Committee

1) Jim reported on behalf of the Social Committee.

a) The Passover Seder is scheduled for Friday, March 30, 2018, which happens to coincide with Good Friday this year. Marge is waiting to see how many people are planning to attend. She should have an answer soon.

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- b) The Annual Easter Egg Hunt will be held the week before Easter, on Saturday, March 24th. We are hoping that the Hirschhorns will be able to host again this year. Judy will contact Melessa.

V. Homeowner Concerns and/or Comments:

- A) Marge Levy and Mariane Randall came to discuss erecting a Little Free Library in Diablo West.
- B) Motion was made by Jim and seconded by Joan to add the Little Free Library topic to the Agenda under New Business. **Motion carried.**

VI. Officers' Reports:

President's Report

A) *Jim spoke enthusiastically about the coming year. We are starting off energized, eager to continue with improvements to the clubhouse and grounds, and to also continue building community in our neighborhood through our many social events.*

Vice President's Report

- A) Joan reported on the new carpeting. She is unhappy with the carpeting which stains very easily and does not clean well. The Carpet One manager came out last Wednesday to take pictures and samples. They are filing a claim with the manufacturer, Shaw. They will remove and replace the existing carpet at no cost to us. Joan will bring new carpet samples to the next Board Meeting.
- B) The exterior painting will begin when the weather is better. Besides the rain, it's too cold for painting right now.

Chief Financial Officer's Report

- A) Bruce reviewed the financial reports for December 31, 2017. As of 12/31/17, the DWHOA Operating Fund balance was \$79,837 and the Reserve Fund balance was \$316,812. Total Cash was \$396,649.
- B) Bruce reported that our water usage came in slightly over the \$50,000 budget. The budget for 2018 has been increased to \$60,000.
- C) Delinquencies were discussed.
 - 1) Account #0245 is two quarterly assessments in arrears and will be delinquent for three assessments as of February 1, 2018. A meet and Confer letter was sent to the homeowner on December 13, 2017, asking that the homeowner meet with two Board members no later than January 2, 2018 to discuss the delinquency and a possible repayment plan. The Meet and Confer letter was sent via Certified and U.S. Mail. The certified letter was returned unclaimed.
 - 2) Judy recommended that account 0245 be turned over to UTS for collection immediately. The homeowner was informed that he would incur significant fees if collection action was taken, and he failed to respond.
 - 3) Motion was made by Bruce, seconded by Joan, to turn account 0245 over to UTS for collection. **Motion carried.**
 - 4) Only one other account is delinquent. Account 0066 has not paid the October assessment and will be two quarters in arrears if payment is not received by February 1, 2018.

Secretary's Report

- A) Judy reported that she had arranged a meeting with our attorney Andrea O'Toole to discuss the changes to the Bylaws and CC&Rs and to answer any questions that Board members may have. The meeting is scheduled for February 13th at 7:00 PM. Judy expects to have readable replacement copies of the Bylaws in advance of the meeting.

Director at Large's Report

- A) Ron reported that Peterson Sheet Metal completed replacing the flashing on

Director at Large's Report

- A) Ron reported that Peterson Sheet Metal completed replacing the flashing on the peaks of the roof at a cost of \$1,800. The flashing will be painted when the clubhouse exterior is done.

VII. Unfinished Business:

A) Pepper Tree

- 1) Actions regarding the pepper tree were discussed as part of the groundskeeper's report.

B) Greenbelt Sidewalk Repairs

- 1) Due to the rainy weather, Jim and Ron have not yet walked the greenbelt to identify areas needing work. If we are happy with the replacement of the walkway near the pepper tree, we may want to get a quote from the company that did the job.

C) Exterior painting/Carpet update

- 1) Previously discussed under Vice President's comments.

VIII. New Business:

A) Little Free Library

- 1) The Board agreed to erecting a Little Free Library on Association property under the following conditions:

- a) The structure will be located on that portion of greenbelt on the opposite side of Contada Circle between 693 and 703 Contada.
- b) The structure will be purchased, erected and maintained at no cost to the Association.
- c) The Little Free Library Committee will monitor the donated books to ensure that inappropriate material is not available to children.
- d) If any problems arise due to the presence of the LFL, the Committee will remove the structure.

- 2) Mariane Randall and Marge Levy, members of the LFL Committee accepted the Board's conditions.

- 3) Motion was made by Ron, and seconded by Joan, to allow the erection of a Little Free Library on Association property. **Motion carried.**

B) Election of Officers

- 1) The following officers were running unopposed and were installed by acclamation of the Board:
 - a) President Jim Radding was reelected for another 2-year term.
 - b) Lee Rude was elected to the open position of Chief Financial Officer.

IX. Adjournment:

- A) **Motion was made by Jim, and seconded by Judy, to adjourn the meeting at 8:18 p.m.**

Respectfully submitted,
Judith Willson
Judith Willson,
Secretary