

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

January 21, 2009

ORDER

The Barron Square Board of Directors Meeting was called to order by Vice-President John Morrissey at 7:09pm at the Clubhouse. Board members also in attendance were Joel Davidson, Chris Grillone and Perky Perkins. President Marla Degner was absent. Also attending were Deborah McGraw representing PML Management Corporation, Leonel and James from Draeger Construction and another owner.

HOMEOWNER FORUM

The owner of 4108 Thain attended the meeting to discuss the current construction project. She inquired about the installation of insulation around the windows when the window trim is being removed and replaced. Leonel, from Draeger, stated that insulation is not being installed, but the new trim will be caulked in order to provide additional weather proofing.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar and no changes were made.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Perky Perkins and seconded by Joel Davidson, the Minutes of the November 19, 2008, Board of Directors Meeting were approved as submitted with Chris Grillone abstaining from the vote.

REPORTS

• President – No report.

Treasurer – Treasurer, Chris Grillone, reviewed the summary of the financial statement for the period ending 11/30/08 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	36,950	407,370	403,227	4,143
Total Maint. & Repairs	(5,615)	95,369	108,240	(12,872)
Total Utilities	1,441	28,000	36,586	(8,586)
Total Admin. Expenses	7,399	88,626	97,966	(9,340)
Total Reserve Expenses	12,645	47,873	116,413	(68,540)
Total Assets		1,029,929		
Total Liabilities		8,552		
Total Fund Balances		1,021,377		

Chris requested PML to advise him of any large upcoming reserve projects in order for him to plan the Association's CD renewals accordingly. PML was requested to send the financial statement for the period ending 12/31/09 via email, as soon as it is available. Joel Davidson requested PML to contact Allied Trustee Service to determine if it is legal for him to contact owners who are in arrears with their dues payments.

• Manager – The Board reviewed the manager's report.

• Architectural – The Board reviewed a violation letter sent to 4104 Thain for the unapproved installation of an exterior air conditioning unit. Also, it was noted that an architectural approval letter was sent to 550 Thain for the installation of a satellite dish, per the Board's email approval.

Grounds – PML stated that Professional Gutter has scheduled the next gutter cleaning for February 19, 2009, and also stated that notices will be posted on all mailbox kiosks prior to the cleaning. PML was requested to coordinate the cleaning with the Draeger Construction crew. Perky Perkins then stated that

upon notification from Frank Faila Roofing, it is apparent that there is a pending class action settlement regarding the Fire Free shake roof tiles which were previously installed on sloped roofs of various buildings throughout the site. Perky was able to collect the necessary information, with assistance from Laszlo Tokes, in order to have PML submit a letter with completed claim forms and documentation to Ms. Patrice Feci in order to be included in the class action settlement.

- Landscaping: Chris Grillone mentioned that he would like the Landscape Committee to review an area at the entrance to 514, which is bare and needs to have a plant installed. The Board then reviewed the notes from the landscape walk performed on 11/25/08 and stated that the next walkthrough is scheduled for Tuesday, 1/27/09. PML presented a revised tree pruning proposal which has been approved at a total cost of \$14,236 and stated that a notice will be posted on the kiosks prior to the commencement of the pruning. PML is in the process of ascertaining information required to obtain E.T. Controllers .
- Pool & Recreation – JD Builders has begun rebuilding the deck next to the pool.
- Adjacent Properties – Chris Grillone mentioned that he has seen graffiti inside the fence on the adjacent property. Joel offered to contact a city representative and/or Bob Moss, in order to have the graffiti removed.
- Emergency Preparedness Committee – Joel Davidson reported that he will be holding an emergency preparedness meeting in February.
- Project Review Committee – No report.

UNFINISHED BUSINESS

10.2.07 Fine Structure – No report.

5.1 CC&R Amendment (Rental Restriction) – No report.

7.5 MATV Antenna – Perky Perkins reported that after receiving additional information from Sheldon Electronics, it has been determined that there is apparently no easy, simple, cheap way to upgrade the antenna system in order to receive digital TV signals and stated that a few owners are researching their own personal antenna options.

11.1 Comcast Services Agreement – PML provided the Board a revised contract from Comcast. After some discussion PML was requested to ask Randy Johnson, the Comcast representative, the following questions:

1. Some units already have multiple outlets. Will they be charged to install more than one outlet when the new cables are installed?
2. How long will owners be out of service during the re-wiring?
3. What happens when/if the contract is terminated? (reference section 13).
4. What happens if the owner already has upgraded wiring?
If an owner already has 2 outlets will they add another outlet for free?
5. Will they need access to the inside of the units? How will this be coordinated

Upon receipt of the information, PML to email the results to the Board for a possible email vote.

11.4 Insurance Renewal – The Board reiterated their email approval of the Earthquake insurance with Walton & Associates at an annual premium of \$33,817.

NEW BUSINESS

1.1 Clubhouse Use – After some discussion regarding an owners' request to use the clubhouse to hold a meeting for a non-profit organization, the Board agreed to table this item. PML to contact our Insurance Company to discern if there is any liability for owners using facilities where there are charges to participants.

1.2 Appoint Nominating Committee, 2009 Annual Meeting – The Board appointed a nominating committee for the upcoming 2009 Annual Meeting of Members scheduled for April 15, 2009. There will be two director positions open this year currently held by Marla Degner and John Morrissey. PML was requested to mail the Board candidacy resume requests in the February dues invoices. The Board then appointed PML Management as the election official for the upcoming annual meeting.

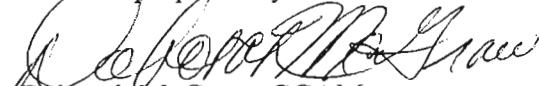
PENDING ITEMS

- *The Well* – Perky Perkins reported that she has researched to determine if there are any grants available to assist with the cost to make the Well productive, but none were available. Perky then presented a letter from the Palo Alto Utilities Department where they provided last year's cost increase percent projections for water costs for both the PA Utilities and the SCVWD for the next 5 years; and, it was determined that due to the increasing cost of water consumption, the cost to put the Well into production for irrigation purposes would be well spent. PA Utilities are in the process of doing the current future projections, and Perky will get those when they are finished.
- *Structural Repairs, Painting and Wood Shingle Maintenance* – PML stated that the construction project formally began on January 19th with buildings 1 and 2. A notice was mailed to all owners and residents describing the type of work to be completed and mentioned that the project should be completed around April 1, 2009, weather permitting. Leonel and Lou, representing Draeger Construction, attended the meeting to discuss the current status of the construction project and presented three choices for staining the wood shingle siding. After some discussion, the Board unanimously approved of the cedar stain to be applied to those buildings which have the wood shingles. A change order in the amount of \$6,007.92 was presented for the additional work performed at 502 Thain, which was administratively approved by PML. Joel Davidson expressed his concern with the various repairs throughout the site causing a patchwork appearance. PML and Draeger Construction reassured Joel that the repairs are necessary and will not be visible once the painting has been completed. After some discussion regarding change orders, Lou stated that after the first 2 buildings are completed, he will provide PML with a percentage of possible extra work to expect during the construction project. For future reference, Lou mentioned that Draeger paints both sides of T-111 siding boards, so if any are removed in the future, and they are not painted on both sides, they were not done by Draeger under this contract.
- *Pool Deck Replacement* – To be completed by JD Builders starting on January 20, 2009.
- *2008 Audit and Tax Preparation* – Pending completion by Levy.
- *4135/37 Thain Concrete Work* – pending completion.

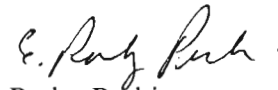
ADJOURNMENT

The next regular Board of Directors Meeting was scheduled for Wednesday, February 18, 2009, at 7:00pm in the Clubhouse. There being no additional business before the Board, the Meeting was adjourned into Executive Session at 9:30pm to discuss correspondence regarding 502 Thain. The Board reconvened at 9:37pm to adjourn.

Minutes prepared by:


Deborah McGraw, CCAM
PML Management Corporation

Attested:


Perky Perkins
Secretary