

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

May 20, 2009

ORDER

The Barron Square Board of Directors Meeting was called to order by President Marla Degner at 7:04pm at the Clubhouse. Board members also in attendance were Joel Davidson and Perky Perkins. Board Members John Morrissey and Chris Grillone were absent. Also attending was Deborah McGraw representing PML Management Corporation, owner Milo Gwosden and Howard Wheeler of Loral Landscaping.

HOMEOWNER FORUM

Owner, Joel Davidson asked to have Draeger Construction address a ponding issue on his mid landing. Deborah McGraw stated that the ponding issue will be addressed when the next color application is completed on the concrete.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar and agreed to send the most current Newsletter in June.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Marla Degner and seconded by Joel Davidson, the Minutes of the March 18, 2009, Board of Directors meeting were unanimously approved.

REPORTS

President – Marla Degner stated that in the Executive Session immediately following the April 2009 Annual meeting, the following officer positions were appointed.

- President – Marla Degner
- Vice President – John Morrissey
- Secretary – Eleanor (Perky) Perkins
- Treasurer – Chris Grillone
- Member at Large – Joel Davidson

Treasurer – In the absence of Treasurer, Chris Grillone, Deborah McGraw presented a summary of the financial statement for the period ending 4/30/09 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	88,037	207,367	159,644	47,723
Total Maint. & Repairs	8,796	30,788	31,704	(916)
Total Utilities	1,362	8,635	11,696	(3,061)
Total Admin. Expenses	7,617	33,337	34,268	(931)
Total Reserve Expenses	249,388	326,159	94,616	231,543
Total Assets		897,195		
Total Liabilities		84,629		
Total Fund Balances		812,566	661,239	est yr end

Manager – The Board reviewed the manager's report presented at the meeting.

Architectural & Grounds:

Architectural – Deborah McGraw stated that a letter has been sent to 542 Thain approving their requested bathroom remodel, which was approved by the Board via email.

Grounds – Landscaping: The Board reviewed the walkthrough notes provided by Loral Landscaping for the landscape walkthroughs performed on March 25th and April 28, 2009. It was then reported that the next landscape walk is scheduled for May 26, 2009. Deborah McGraw stated that she has sent an email to the Santa

Clara Valley Water District asking if the cost of materials will be fully reimbursed if the Association decides to install the ET Irrigation Controllers. Ms. McGraw was requested to have Loral Tree service lightly prune Pine tree #6 from the Maybell sidewalk, add bracing to the Brisbane box tree in front of 4131 Thain allowing it to sitly move with the wind and create stronger roots structure.

Pool & Recreation – See Pending Items VGB Pool and Spa Safety Act. Marla Degner asked Deborah McGraw to cancel the work order requesting the replacement of the two pool area garbage cans. Instead, she will purchase the cans and request reimbursement.

Adjacent Properties – The owner of 515 Georgia has requested the Oak tree adjacent to 4150 Thain to be pruned. Deborah McGraw stated that the cost for the pruning will be shared equally between the owner of 515 Georgia and the Barron Square HOA.

Emergency Preparedness Committee – No report.

Project Review Committee – Deborah McGraw will provide references from the re-surfacing companies and the garage door companies upon receipt.

UNFINISHED BUSINESS

10.2.07 Fine Structure – Perky Perkins stated that she has found an approved resolution of the Board implementing a fine structure which was sent to all owners in 1987. Deborah McGraw was requested to send Perky an email detailing the hearing process which is a required procedure before a fine is applied to an owner account.

2.4 Asphalt Re-Surfacing – The Board reviewed a re-surfacing bid package prepared by Pacific Surfacing and requested Deborah McGraw to have Bay Area Paving bid on the project and ask them if they would provide a discount to the Association if the work was done in conjunction with the asphalt work necessary during the well project. Deborah McGraw stated that she will provide the bid packet to Bay Area Paving as well as CalVac Paving Inc. and Bay Area Asphalt & Cement Works.

2.5 Garage Door Replacement – Pending site walkthrough with Bay Area Overhead Doors, Campbell Overhead Doors and Mike Howard Garage Doors.

NEW BUSINESS

5.1 Attorney Assignments – Perky Perkins discussed the fact that Attorneys Hanna & Van Atta are good attorneys for litigation purposes but they are very expensive. Ms. Perkins requested the Board to consider using Brandon Bickle at a much lower rate for general HOA legal purposes.

5.2 Possible Lease Requirements Amendment – Perky Perkins requested the Board to look into amending the CC&Rs to have owners provide a copy of the lease agreement to the HOA when it is used as a rental unit. There was some discussion where the Board asked Ms. McGraw to determine if the lease requirement could be implemented as a rule instead of amending the CC&Rs.

5.3 Approval of the Well Project Contracts – Milo Gwosden and Howard Wheeler of Loral Landscaping Inc. made a presentation to the Board detailing the various vendors necessary to complete the project and estimated the overall cost to be around \$76,000. During the discussion Milo recommended installing an emergency generator to pump water from the well in case of a power outage, and having Abel Espinosa of Advanced Water Systems to be the project manager, since he will be moving from Barron Square in the near future and cannot oversee the project to completion. The Board agreed to have a meeting with Abel, since he was not able to attend the meeting that night, in order to ask further questions about the project and formally agree to have him as the project manager.

5.4 546 Thain – Roto Rooter Proposal – The Board reviewed a proposal submitted by Roto Rooter to re-route the existing 2” drain to terminate into a large bubble up catch basin at a cost of \$750. Deborah McGraw was requested to obtain more clarification for the Board to review at a later meeting. Marla indicated that she will also look at the site.

2008 Audit Approval – Deborah McGraw presented the draft 2008 Audit as prepared by Levy, Erlanger & Company. It was agreed to have Treasurer Chris Grillone review the Audit before it is approved by the Board.

PENDING ITEMS

- *The Well* - See New Business item 5.3.
- *Structural Repairs, Painting and Wood Shingle Maintenance* – The Board reviewed the change order spreadsheet as prepared by Deborah McGraw.
- *4135/37 Thain Concrete Work* – completed.
- *Comcast Services Agreement* – Deborah McGraw stated that she will be meeting with Randy Johnson of Comcast to deliver the approved agreement on Friday, May 22, 2009.
- *Virginia Graeme Baker (VGB) Pool and Spa Safety Act* – The Board confirmed their approval of the contract submitted by Scuba Pool Repair in the amount of \$2,825 for the installation of the necessary items in order to comply with the VGB Act which was done via email. The Board was also informed by Perky that the bid for the hot tub filter would be arriving within a day.

ADJOURNMENT & ANNOUNCEMENTS

The next regular Board meeting was scheduled for Wednesday, June 17, 2009. There being no additional business before the Board, the Meeting was adjourned at 9:35 pm.

Minutes prepared by:



Deborah McGraw, CCAM
PML Management Corporation

Attested:



Perky Perkins
Secretary