

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting
September 16, 2009

ORDER

The Barron Square Board of Directors Meeting was called to order by President Marla Degner at 7:18pm at the Clubhouse. Board members also in attendance were Chris Grillone, John Morrissey and Perky Perkins. Board member Joel Davidson was absent. Also attending was Deborah McGraw representing PML Management Corporation and the owner of 4108 Thain.

HOMEOWNER FORUM

The owner of 4108 Thain attended the meeting to discuss the status of the concrete replacement for the unit's back deck and front landing. Marla Degner stated that after much discussion Draeger Construction has been approved to apply the concrete tentatively during the week of 9/21/09.

The owner of 516 Thain stated that he is concerned about damage to trees where he has seen children climbing. It was agreed to address this issue in the next newsletter.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. The Budget Meeting (Exec. Session) was moved from November to October on the Agenda. The Board requested the following items be added to the October Agenda: (1) Insurance 590 review, and (2) Discussion on closing times for Clubhouse and pool and possible fines if enacted.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Marla Degner and seconded by John Morrissey, the Minutes of the August 19, 2009, Board of Directors meeting were approved, as amended.

REPORTS

President – No report.

Treasurer – Treasurer, Chris Grillone, reviewed a summary of the financial statement for the period ending 8/31/09 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	39,730	366,335	319,288	47,047
Total Maint. & Repairs	7,007	59,552	63,408	(3,856)
Total Utilities	6,796	28,515	23,392	5,123
Total Admin. Expenses	6,955	63,908	68,536	(4,628)
Total Reserve Expenses	45,786	427,936	189,232	238,704
Total Assets		835,850		
Total Liabilities		52,113		
Total Fund Balances		783,737	661,239	est yr end

Deborah McGraw stated that the tree pruning reserve expense of \$12,296 which was booked to Landscape Irrigation will be reclassified and booked to the reserve account for Landscape Tree Pruning.

The Board reviewed the Community Association Banc (CAB) service proposal and declined participation.

Manager – The Board reviewed the manager's report presented at the meeting without comment.

Architectural – The Board reviewed an Architectural Request from 4170 Thain to remodel the interior of their unit. The Board agreed to table this item for an email vote since the owners have not complied with the Association's window covering regulations by removing their red window coverings.

Grounds – Landscaping: Deborah McGraw provided walkthrough notes for July and August 2009 which included a column for Loral Landscaping to fill in the completion date as Joel Davidson had requested. Ms. McGraw stated that a letter was received from the City of Palo Alto notifying the Association that there was a high meter reading on one of the irrigation meters. Upon further investigation it was determined that there was a leak in the irrigation line at the base of a tree. Loral was unable to locate the leak initially, therefore American Leak Detection was called out and found the leak, which Loral repaired. The Board then reviewed a proposal from S.P. McClenahan to prune two Oak trees at 502 and 555 Thain at a cost of \$1,570. On a motion duly made by Marla Degner and seconded by Chris Grillone, the proposal was unanimously approved.

Perky Perkins suggested that when we have a contractor that has done excellent work for us in the past, and their bids are very close to competing bids, we consider using them rather than risking an unknown quantity. Debbie McGraw referred to this as a Preferred Vendor List. No decision was requested or made.

UNFINISHED BUSINESS

10.2.07 Fine Structure – Pending review by management.

6.1 Management Contract Renewal – Pending review of the self-assessment form and confirmation of a meeting date.

6.2 Gutter Cleaning Bids – The Board reviewed the following proposal:

Ace Raingutter & Building Drainage Systems	\$5,000
Commercial Gutter, Inc.	\$9,300
Professional Gutter Service, Inc.	\$6,045

On a motion duly made by Marla Degner, and seconded by Chris Grillone, the Board unanimously approved Ace Raingutter as Contractor.

8.1 2010 Budget – Deborah McGraw presented the Board with the 1st draft of the Budget. A tentative budget meeting date was set for Monday, October 19, 2009 at 7pm in the Association's clubhouse.

NEW BUSINESS

9.1 2009 Audit – The Board reviewed a proposal from Levy, Erlanger & Company to perform the Association's Audit for the year ending 12/31/09 (\$2,375) and tax preparation (\$470) at a total cost of \$2,845, a 2% increase from last year at \$2,765. On a motion duly made by Marla Degner and seconded by Chris Grillone, the Board unanimously approved of the proposal.

9.2 Clubhouse Security Light - It was decided that PML will request our Clubhouse cleaning service to tend to this light.

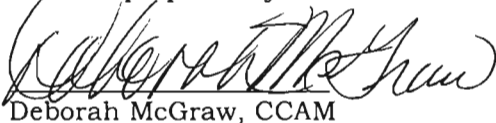
PENDING ITEMS

- *The Well* – The Board reviewed a status report from Abel Espinosa.
- *Structural Repairs, Painting and Wood Shingle Maintenance* – Deborah McGraw reported that Draeger stated that there are no warranties included with the application of the concrete surface over the existing elastomeric coating but did agreed to return in 3-4 years to inspect the concrete. At that time, if there are any repairs necessary, Draeger will perform them on a time and materials cost basis.
- *Comcast Services Agreement (Re-wiring project)* – Deborah McGraw stated that she has received a voice mail call from the Comcast Construction Department and spoken with a representative from Innovative Communications who will be performing the re-wiring project. No formal date has been determined for the project.
- *Virginia Graeme Baker (VGB) Pool and Spa Safety Act* – Deborah McGraw stated that the VGB work for the spa has been delayed until Scuba Pool Repair obtains the necessary materials.

ADJOURNMENT & ANNOUNCEMENTS

The next regular meeting of the Board of Directors was scheduled for Wednesday, October 21, 2009 at 7pm in the Association's Clubhouse. There being no additional business before the Board, the Meeting was adjourned at 9:11pm.

Minutes prepared by:



Deborah McGraw, CCAM

PML Management Corporation

Attested:



Perky Perkins

Secretary