

# BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

October 21, 2009

## ORDER

The Barron Square Board of Directors Meeting was called to order by President Marla Degner at 7:12pm at the Clubhouse. Board members also in attendance were Joel Davidson, Chris Grillone, and Perky Perkins. Board member John Morrissey was absent. Also attending was a concerned owner and Deborah McGraw representing PML Management Corporation.

## HOMEOWNER FORUM

A concerned owner attended the meeting to discuss parking issues on Thain Way where owners are illegally leaving their vehicles on the street for extended periods of time.

Owner requested repair action on raised cement tripping hazard by kiosk for Bldgs. 10 & 11.

## AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar and changed the November meeting to Monday, November 23, 2009.

## APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by Perky Perkins, the Minutes of the September 16, 2009, Board of Directors meeting were approved, as submitted, with Joel Davidson abstaining from the vote since he did not attend the September meeting.

## REPORTS

**President** – No report.

**Treasurer** – Treasurer, Chris Grillone, reviewed a summary of the financial statement for the period ending 9/30/09 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	39,257	405,592	359,199	46,393
Total Maint. & Repairs	10,068	69,620	71,334	(1,714)
Total Utilities	3,171	31,686	26,316	5,370
Total Admin. Expenses	7,501	71,408	77,103	(5,695)
Total Reserve Expenses	9,643	437,579	212,886	224,693
Total Assets		818,700		
Total Liabilities		26,993		
Total Fund Balances		791,706	661,239	est yr end

**Manager** – The Board reviewed the manager's report without comment.

**Architectural** – The Board reiterated their previous email approval for 4170 Thain to remodel their bedroom. After review of an architectural request from the owner of 4133 Thain to remodel their bathroom, a motion was made by Marla Degner to approve of the request, which was seconded by Chris Grillone, and unanimously approved. The Board then reviewed an architectural request from the owner of 516 Thain to install a pocket door in a non load bearing wall. After some discussion, a motion was made by Marla Degner to approve of the request, which was seconded by Joel Davidson, and approved by a unanimous vote with Chris Grillone abstaining from the vote.

**Grounds** – Deborah McGraw stated that various fence repairs have been administratively approved as follows: 526 Thain (\$970), 4122 Thain (\$705), and 4135 Thain (\$612.50).

The Board reviewed the landscape notes from the landscape walkthrough performed on 9/21/09. The Board then reviewed a revised proposal from Loral Landscaping to install 3 each 24 station ET irrigation controllers at a total cost of \$3,555. It was noted that the cost of the materials at \$1,575 will be reimbursed by the Santa Clara Valley Water District who stated that the rebate for each controller will be \$750, for a total rebate up to \$2,250. On a motion duly made by Perky Perkins, and seconded by Chris Grillone, the Board unanimously approved of the proposal.

**Pool & Recreation** – Via email, Laszlo Tokes reported that he has turned off the gas heat to the pool as of October 11, 2009.

**Adjacent Properties** – Perky Perkins reported that she has called the City of Palo Alto to address the graffiti removal on the bill board in the adjacent property.

**Emergency Preparedness Committee** – Joel Davidson reported that the committee will be meeting in November and requested the Association to pay for yellow emergency vests for the building captains to use during an emergency. Joel stated that he will provide a cost of the vests at the next meeting.

**Project Review Committee** – no report.

## UNFINISHED BUSINESS

**10.2.07 Fine Structure** – The Board reviewed the proposed Fine Structure as presented by Perky Perkins and made some changes for final review at the November Board meeting.

**6.1 Management Contract Renewal** – Pending and Executive Session Board meeting with management on Wednesday, October 28, 2009.

**8.1 2010 Budget** – Pending review at a budget meeting scheduled for Wednesday, October 28, 2009.

## NEW BUSINESS

**10.1 Insurance Review** – Chris Grillone stated that he is concerned that the Association's building insurance policy covers fixtures which are monetarily excessive. After much discussion, Deborah McGraw was requested to contact the Association's State Farm insurance agent and ask them to attend the next Board meeting to discuss the specifics of the Association's building insurance policy.

**10.2 Clubhouse/Pool closing times** – After some discussion a motion was made by Marla Degner and seconded by Perky Perkins to set the pool area use times as follows:

Sunday through Thursday – 8am – 10pm

Friday through Saturday – 8am – 11pm

**10.3 Clubhouse Locks** – Deborah McGraw presented a proposal from PML's maintenance department to install Trilogy Electronic Alarm Locks at the Clubhouse main entry and rear entry doors, as well as both entry gates. The total cost, which includes necessary modifications of the pool gates, is \$8,922.02. After some discussion the Board agreed to table this item until the January 2010 Board meeting.

**10.4 Seasons Greetings (Gardeners)** – The Board agreed not to provide gratuities this year.

## PENDING ITEMS

- *The Well* – The Board reviewed a progress report from Abel Espinosa.
- *Structural Repairs, Painting and Wood Shingle Maintenance* – Deborah McGraw reported that Draeger Construction has completed the concrete at 502 and 4108 Thain as requested.
- *Comcast Service Agreement (Re-wiring project)* – No report.
- *Virginia Graeme Baker (VGB) Pool and Spa Safety Act* – The VGB work on the spa has been delayed until Scuba Pool Repair has received the materials to perform the work.

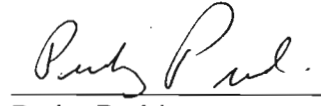
## ADJOURNMENT & ANNOUNCEMENTS

The next regular meeting of the Board of Directors was scheduled for Monday, November 23, 2009 at 7pm in the Association's Clubhouse. There being no additional business before the Board, the Meeting adjourned into Executive Session, to discuss a legal summons received from the City of Palo Alto regarding 502 Thain, at 9:51pm.

Minutes prepared by:

  
Deborah McGraw, CCAM  
PML Management Corporation

Attested:

  
Perky Perkins  
Secretary