

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

November 23, 2009

ORDER

The Barron Square Board of Directors Meeting was called to order by President Marla Degner at 7:00pm at the Clubhouse. Board members also in attendance were Joel Davidson, Chris Grillone, E. Perky Perkins and John Morrissey. Also attending was Erica Bravo of State Farm Insurance.

HOMEOWNER FORUM

A homeowner requested the Association to implement paying the City of Palo Alto a utility surcharge to receive renewable energy.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Marla Degner and seconded by Chris Grillone, the Minutes of the October 21, 2009, Board of Directors meeting were approved, as submitted. The Board reviewed the October 21, 2009 Executive Session Minutes, regarding correspondence from the City of Palo Alto about 502 Thain; and, on a motion duly made by Perky Perkins and seconded by Chris Grillone, the minutes were unanimously approved as submitted. The Board then reviewed the October 28, 2009, Executive Session Minutes, regarding the PML Management renewal contract and the proposed 2010 Budget; and, on a motion duly made by Chris Grillone, and seconded by Joel Davidson, the minutes were unanimously approved, as corrected.

REPORTS

President – No report.

Treasurer – Treasurer, Chris Grillone, reviewed a summary of the financial statement for the period ending 10/31/09 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	39,283	444,874	399,110	45,764
Total Maint. & Repairs	10,923	80,544	79,260	1,284
Total Utilities	3,221	34,908	29,240	5,668
Total Admin. Expenses	12,105	83,513	85,670	(2,157)
Total Reserve Expenses	18,189	455,768	236,540	219,228
Total Assets		816,807		
Total Liabilities		30,921		
Total Fund Balances		785,887	661,239	est yr end

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

Architectural – The Board reviewed an architectural request from 551 Thain to install a satellite dish on the flat roof above their home. On a motion duly made by Perky Perkins, and seconded by Joel Davidson, the Board unanimously approved of the request provided that Marla will work with the installation technician to place the dish on a structure other than the flat roof. The Board then reviewed an architectural request from 4133 Thain to upgrade their kitchen. On a motion duly made by Marla Degner and seconded by Chris Grillone, the Board unanimously approved the request provided that a cork underlayment is installed underneath the hardwood floors.

Grounds – After a discussion where the Board reviewed a letter from the owner of 4142 Thain confirming that their concrete patio had been repaired, Marla Degner offered to inspect the patio.

Landscaping: Joel Davidson stated that the irrigation system has been completely connected to the Well and disconnected from the City of Palo Alto. In connection with this work, all of the water

spigots have been capped since the water is now non-potable. Joel asked to have Howard create a map that shows the backflow locations and show Joel how to turn them off in an emergency. An owner commented to Marla that they are concerned with unsightliness of the well tanks, in shed area adjacent to the front of the Clubhouse, and would recommend installing a trellis on the fence to help hide it. Deborah McGraw was requested to have her maintenance company provide a proposal to install a trellis on the right side of the fence. Deborah also reported that since Loral Landscaping has installed the new ET irrigation Controllers, she will contact the Waterwise department to advise them that installation is complete in order for a site inspection to be made prior to receipt of the rebate.

Pool & Recreation – It was reported that water was found pooling on the floor of the pool utility room. Deborah McGraw will send a work order to Cool Pool to inspect for leaks in the equipment. Perky Perkins stated that the pool signs are beginning to look worn and need replacing with metal ones. Deborah McGraw will notify the Board when the County requires the signs to be replaced. Joel Davidson offered to post a sign inside the clubhouse advising residents how to use the heater.

Adjacent Properties – Perky Perkins reported that she has contacted the City of Palo Alto's code enforcement division regarding the deteriorated condition of the adjacent vacant lot.

Emergency Preparedness Committee – Joel Davidson reported that the Committee met recently and discussed sending 3 people to an upcoming Block Coordinator's training meeting. Marla Degner requested the Committee to obtain information about the Well which would be useful in case of an emergency.

Project Review Committee – Joel Davidson requested PML to create a preferred vendor list with 3 options for each of the following: Roofs, gutters, general construction, fences, paving, and painting.

UNFINISHED BUSINESS

10.2.07 Fine Structure – The Board reviewed the final draft of the Schedule of Fines. On a motion duly made by Marla Degner and seconded by Chris Grillone, the Board unanimously approved to have it distributed to the membership for review and formal approval at the January 11, 2010 Board meeting.

6.1 Management Contract Renewal – The Board reiterated their approval of the revised management agreement which was discussed during the Executive Session held on October 28, 2009.

8.1 2010 Budget – The Board reiterated their approval of the 2010 Budget with a 4.92% average increase in the dues which was discussed during the Executive Session held on October 28, 2009. Deborah McGraw stated that Management has found a discrepancy with the actual versus the CC&Rs description of the delinquency date for payment of Association dues. Currently, the Association charges \$20 for dues received 30 days after the due date, which is the first of the month. The CC&Rs section 4.7 states that "Any assessment not paid within fifteen (15) days after the due date shall be delinquent, shall incur a late payment penalty in the amount of up to ten percent (10%) of the delinquent assessment and shall bear interest on the unpaid principal, late charges, costs and fees at the maximum rate allowed by law commencing thirty (30) days after the due date until paid." Therefore, it was Management's recommendation, in order to be in compliance with the CC&Rs, that Management change the Collection Policy to the correct delinquency date and make a statement to this effect on the cover letter to the budget when mailed to owners.

10.1 Insurance Review – Erica Bravo attended the meeting to discuss the details of the Association's current policy and answered various questions from the Board.

NEW BUSINESS

11.1 State Farm and Walton Insurance, 2010 Renewal – Deborah McGraw stated that the renewal information for the Association's earthquake policy has not yet been received. Chris Grillone requested Deborah to ask Walton Insurance the following questions: Why is the current limit of insurance at \$10,000,000 which is lower than the amount covered by the building policy with State Farm and can the broker provide deductible information for a higher limit of insurance at

10, 15, 20 and 25%? The Board then reviewed the renewal information received from State Farm Insurance for the Association's Package Policy effective 1/1/2010 as follows:

	2009	2010
coverage limits	\$14,740,100	\$15,225,600
Condominium/Association Policy		
Building/Liability	\$26,635	\$26,665
Commercial Liability Umbrella	\$1,142	\$1,142
Fidelity Bond	\$778	\$778
Workers Compensation	\$745	\$763
total	\$29,300	\$29,348

After some discussion, a motion was made by Marla Degner, seconded by Perky Perkins, and unanimously approved by the Board to accept the renewal policy from State Farm Insurance, including the additional \$74.00 to add the Well as a covered structure.

11.2 Correspondence from 557 Thain – The owner of 557 Thain submitted a letter asking the Board to consider making modifications to the common area in order to help her walk up the curb and across the stepping stones behind the garage due to problems with her health. After much discussion, Marla Degner made a motion to deny the request for the Association to pay for the improvements. Chris Grillone seconded the motion, which passed by a vote of four directors in favor and Joel Davidson against.

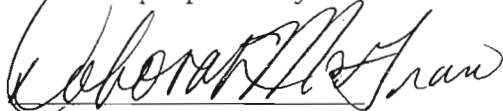
PENDING ITEMS

- *The Well* – Deborah McGraw reported that the Board, via email, approved to add the well as an insured component on the Association's earthquake policy which will increase the annual premium by \$400.51.
- *Comcast Service Agreement (Re-wiring project)* – No report.
- *Virginia Graeme Baker (VGB) Pool and Spa Safety Act* – No report.

ADJOURNMENT & ANNOUNCEMENTS

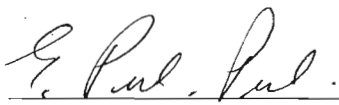
The next regular meeting of the Board of Directors was scheduled for Wednesday, January 20, 2010 at 7pm in the Association's Clubhouse. There being no additional business before the Board, the Meeting adjourned into Executive Session at 10:00pm, to discuss legal issues with regard to 502 Thain.

Minutes prepared by:



Deborah McGraw, CCAM
PML Management Corporation

Attested:



E. Perky Perkins
Secretary

BARRON SQUIRE HOMEOWNERS ASSOCIATION

Board of Directors Executive Session Meeting

November 23, 2009

ORDER

The Meeting, which was held after the regular Board of Directors Meeting, was called to order by President Marla Degner at 10:01pm. Directors present were Joel Davidson, Chris Grillone, E. Perky Perkins and John Morrissey. Also present Deborah McGraw of PML Management Corporation.

BUSINESS

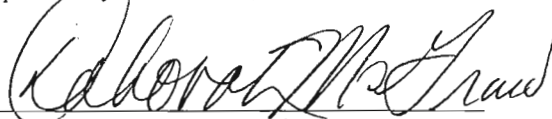
Marla Degner reported that State Farm Attorney representative David Spini sent her two informational packages of mold remediation companies to review and choose from for a professional evaluation of the current mold condition at 502 Thain. After discussing the vendors with David, Marla chose AGI Mold.

Marla also stated that a cross complaint has been prepared by Hanna & Van Atta Attorney Bill Garrett which has been filed, but not served.

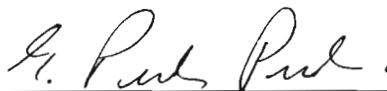
ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 10:04pm.

Respectfully submitted,



Deborah McGraw, Association Manager
PML Management Corporation



E. Perky Perkins, Secretary
Barron Square HOA