

# BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

January 20, 2010

## 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, Chris Grillone, and E. Perky Perkins. Director John Morrissey was not present. Also attending was Stephen Fox of PML Management.

## HOMEOWNER FORUM

Chris Grillone suggested that the contents of the "Homeowner Binder" should be made available to owners online. Marla stated that she would scan her copy and make it available. Perky Perkins noted that the binder in question was a "Board" binder, not the "Homeowner" binder and contained information that was of a confidential nature. Marla suggested the issue should be combined with the formation of an Association website. Marla Degner noted that the patio gate at 586 had several boards that had fallen out and requested PML to follow up and have the gate repaired. Joel Davidson reported that the topping to his lower landing had begun to spall in several places and requested that PML notify Draeger so that repairs can be made. Joel also reported that there were several other landings in a similar condition.

## AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

## APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Joel Davidson and seconded by Marla Degner the Minutes of the November 23, 2009, Board of Directors meeting were approved, as submitted.

## REPORTS

**President** – No report.

**Treasurer** – It was noted that the yearend 12/31/09 financial statement was on hold pending final yearend entries. Treasurer, Chris Grillone, reviewed a summary of the financial statement for the period ending 11/30/09 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	39,248	484,123	439,021	45,102
Total Maint. & Repairs	9,745	90,289	87,186	3,103
Total Utilities	984	35,891	32,164	3,727
Total Admin. Expenses	8,347	91,860	94,237	(2,377)
Total Reserve Expenses	3,555	459,323	260,194	199,129
Total Assets		816,807		
Total Liabilities		16,152		
Total Fund Balances		800,656	661,239	est yr end

With regard to changing operating banks from US Bank to Community Association Banc, Steve Fox stated that the change would provide certain benefits to owners who wished to make dues payments online or by credit card. The change would not affect any reserve account. On a motion duly made by Chris Grillone and seconded by Perky Perkins approved moving the operating account to Community Association Banc. PML will send a letter explaining this change and what it means to all owners.

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

**Architectural** – The Board reviewed architectural approval letters mailed to 4133, 555 and 551 Thain. With regard to 551, Marla reported that she had met with Direct TV and provided it with the location for the satellite dish, but Direct had stated that it could not find a suitable

location that would not require the trimming of certain common area trees. Marla stated that it was the responsibility of the unit owner to have Direct TV identify the trees that needed to be trimmed, and it would be the unit owner's responsibility to pay for the tree trimming. With regard to 555, it was agreed that the owner should provide more details regarding the size and location of the gas line.

**Grounds** – Based on the results of the structural walkthrough performed on 12/11/09, Marla Degner stated that the condition of the complex was very good. Most notable issue was the condition of the roofs, especially with regard to the replacement of missing and broken tiles. It was noted that PML would obtain proposals for the various maintenance items discussed during the walkthrough for review at the February Board meeting.

**Landscaping:** It was noted that the landscape contract with Loral Landscaping was up for annual review, according to the Association's calendar and that Loral had stated that there would not be any increase in maintenance fee. Howard Wheeler has stated that there will be no increase in the monthly fee. Based on observations during the 10/27/09 walkthrough a tree proposal of \$1,200 from S. P. McClennahan Co., was reviewed. Marla Degner moved approval, and Chris Grillone seconded and the contract was approved.

**Pool & Recreation** – Joel Davidson reported that an owner was concerned that not all the pool furniture had been put away. Perky Perkins reported that Ruth Lowy, who brings in and takes out the pool furniture said there was not enough storage room in the clubhouse storage shed, and the use of tarps to cover the furniture outside would not be attractive.

**Adjacent Properties** – Perky Perkins reported that weeds are beginning to grow and she would follow up with the City regarding the problem.

**Emergency Preparedness Committee** – Joel Davidson noted that an owner had expressed a concern about the extent of the responsibilities of Captains in an emergency. According to Joel, he had contacted the owner in question and had advised the owner that Neighborhood Captains are responsible for observations and oversight only, not active rescue.

**Project Review Committee** – Debbie from PML is preparing a list of contractors for the Committee.

## **UNFINISHED BUSINESS**

**10.2.07 Fine Structure** – It was noted that all documents had been sent to owners regarding the revision of the Association's Schedule of Fines for review and no comments had been received from any owner. On that basis, on a motion made by Perky Perkins and seconded by Chris Grillone, the Board adopted the Fine Structure as published.

## **NEW BUSINESS**

**1.1 Clubhouse Locks** – The Board discussed implementing a security camera system and had found a system online that would store up to 70 hours. The cost for the system would be \$500 including the video camera and the computer. Chris Grillone was aware of a similar system and would email details to Marla for review. The consensus of the Board was that there had been few problems over the years and the Board was not sure how much should be spent on providing increased security by either a video system or the installation new locks. Further action was held over.

**1.2 2010 Annual Meeting** – Board approved setting Wednesday, April 21, 2010 as the date of the 2010 Annual meeting. It was noted that a notice had been prepared to be sent to all owners asking for candidates for election for the three positions up for election. Current directors whose terms are ending are: Chris Grillone, E. Perky Perkins, and Joel Davidson. Joel Davidson indicated he will not be running for re-election. On a motion duly made by Perky Perkins and seconded by Marla Degner, the Board formally appointed PML as the Election official and appointed the Board as the Nominating Committee with Marla Degner as Chair.

**1.3 2010 Reserve Projects** – The Board reviewed the following information summarizing items scheduled for repair in 2010:

Item	Approximate Cost of Repair
o Flat and Shake Roof Maint.	\$23,000

- Asphalt Paving,
  - Seal Coat
  - Parking Striping
  - Curb Painting
  - Minor Repairs (5%) \$25,962
- Concrete Repairs \$1,030
- Pool Heater Replacement \$2,936
- Tennis Court – Resurface/Lines \$8,899
- Arborist Tree Report \$6,180

The Board discussed combining the tennis court with the Asphalt Paving and concrete repairs when doing bids. It was also suggested to wait to replace the pool heater until it was actually needed. There was also some discussion on what to include in the arborists report, and that the cost seemed rather high when they already have a huge amount of repeatable data and formatting from the first report. No action was taken and the item was held over.

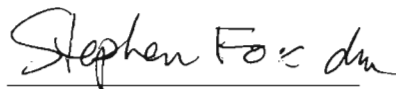
**PENDING ITEMS**

- *The Well* –After start up of the system, it has been determined that there is a large amount of silt/sand coming through the system. This debris has caused the irrigation valves to stay open (because the debris gets stuck and won't allow the valve to shut off). In order to remove the debris from getting into the irrigation lines, a separator system needs to be installed. Garcia Well and Pump have provided a proposal to install a Lakos sand separator at a cost of \$3,871.84. A separate silt filter has already been installed by Loral Landscaping. It was agreed that further details were needed regarding the impact of the backwash requirements, especially with the requirements of the area needed for backwash debris. When the details are emailed to the Board, the Board will then vote by email on the bid from Garcia Well & Pump.
- *Comcast Service Agreement (Re-wiring project)* – It was noted that Debbie McGraw had contacted Lisa at Comcast to find out when they will start the project. The latest information she had received was that Comcast had just gone through a major corporate restructuring and that Cable Com (their construction department) would be the contractors to re-wire the site with 2 outlets to each unit at no cost to the HOA.
- *Virginia Graeme Baker (VGB) Pool and Spa Safety Act* – It was noted that Scuba Pool Repair had completed the VGB retrofit for both the pool and spa.
- *2009 Audit* – It was noted that Levy, Erlanger and Co. are currently working on the 2009 Audit and a draft would be presented to the Board for review upon receipt.
- *Earthquake Insurance Renewal, 12/31/09* – On a motion duly made and seconded, the Board ratified a decision made by email, to unanimously approved the renewal of the existing policy at an annual premium of \$31,913 with Walton & Associates Insurance.

**ADJOURNMENT & ANNOUNCEMENTS**

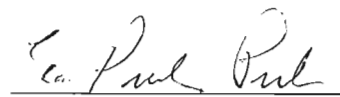
The next regular meeting of the Board of Directors was scheduled for Wednesday, February 17, 2010 at 7pm in the Association's Clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 8:42 pm.

Minutes prepared by:



Stephen Fox, CCAM  
PML Management Corporation

Attested:



E. Perky Perkins  
Secretary