

## BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

May 19, 2010

### ORDER

The Barron Square Board of Directors Meeting was called to order by President Marla Degner at 7:03pm at the Clubhouse. Board members also in attendance were Brooke Bailey, Chris Grillone, and E. Perky Perkins. John Morrissey was absent. Also attending was Deborah McGraw of PML Management and another homeowner.

### HOMEOWNER FORUM

Three homeowners attended the meeting to discuss window replacement, garage door replacement, pool issues and items located in the association's shed next to the clubhouse.

Another homeowner attended the meeting to discuss her tenant's issues with Comcast.

### AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. The August meeting date will need to be changed to a different date since some Board members will be on travel.

### APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Marla Degner and seconded by Chris Grillone, the Minutes of the March 10, 2010, Board of Directors meeting were unanimously approved, as amended, with Brooke Bailey abstaining from the vote. On a motion duly made by Perky Perkins and seconded by Brooke Bailey the Minutes of the Board of Directors Executive Session on April 28, 2010 were unanimously approved as submitted.

### REPORTS

President – No report.

Treasurer – Treasurer Chris Grillone reviewed the financial statement for the period ending 4/30/10 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	40,675	162,104	161,044	1,060
Total Maint. & Repairs	6,115	30,566	32,132	(1,566)
Total Utilities	1,240	7,140	12,700	(5,560)
Total Admin. Expenses	9,782	37,313	33,996	3,317
Total Reserve Expenses	2,303	11,512	43,720	(32,208)
Total Assets		1,002,715		
Total Liabilities		109,003		
Total Fund Balances		893,711	1,018,070	est yr end.

Chris discussed a complaint from a resident during the Annual Meeting who stated that the dues had been increased in excess of 20% over the past two years and found the resident's statement to be incorrect. After some research into various HOA dues in the City of Palo Alto, he has found that in comparison, Barron Square has moderately priced dues.

Manager – The Board reviewed the manager's report and items were discussed under associated agenda items.

Architectural & Grounds –

Architectural – No report.

Grounds –

Landscaping: Perky Perkins stated that the City of Palo Alto has agreed to remove the dying Pine tree located on City property at the end of the cul-de-sac. The Board then reviewed a tree pruning proposal from Loral Tree Service at a cost of \$5998. On a motion duly made by Perky Perkins and seconded by Brooke Bailey, the Board unanimously approved the proposal. The landscape notes from

the April 27<sup>th</sup> and March 24<sup>th</sup> landscape walkthroughs were reviewed as well as two previously approved proposals for minor landscape improvements.

**Pool & Recreation** – The Board discussed email correspondence regarding a group of unsupervised teenagers using the pool who were very loud and making a lot of noise around midnight as well as bikes being parked in the pool area. The Board agreed to post the Association’s quiet hours in the HOA Rules and include an article regarding acceptable pool behavior in the next Newsletter.

**Adjacent Properties** – Perky Perkins reported that the graffiti has been removed from the billboard and she called weed control for the empty lot. Brooke Bailey reported that a commercial building on El Camino was power washing at 3am, so she called the Palo Alto Police Department.

**Emergency Preparedness Committee** – no report.

**Project Review Committee** – Removed from reports. To be discussed in future as necessary.

## UNFINISHED BUSINESS

**1.3 2010 Reserve Projects** – see new business.

**3.1 Window Replacement** – The Board reviewed information presented from Medallion Glass to retrofit the existing aluminum windows with new dual paned windows. After much discussion Deborah McGraw was requested to check with Reserve Analysis Consulting to find out how many windows are on site. Deborah was also requested to ask Medallion how much it would cost to reseal the windows, if a bulk rate discount would apply, and if the interior window coverings such as shutters need to be removed during the resealing. The Board asked Deborah to obtain a comparative bid for removal and replacement of the windows, as well as window retrofit costs.

**3.3 Red Curbs** – Pending preparation of a draft letter by PML advising the City of Palo Alto that the Board has approved to take on the responsibility of painting the red curbs on Thain Way.

## NEW BUSINESS

**5.1 Roof Inspection (flat and slope roofs)** – Deborah McGraw stated that bids have been requested from Platinum Roofing, A&B Roofing and Frank Fiala Roofing.

**5.2 Asphalt repair/slurry sealing** – The Board reviewed bid specifications from Black Diamond Paving. Deborah McGraw stated that additional bids have been requested from American Asphalt, Pacific Surfacing and CalVac Paving.

**5.3 Concrete repairs (remove/replace)** – The Board reviewed a bid from Black Diamond Paving. Deborah McGraw stated that additional bids have been CalVac Paving, Draeger Construction, and ML Neilsen.

**5.4 Tennis Court Resurfacing/Repainting** – The Board reviewed a bid from Black Diamond Paving. Deborah McGraw stated that additional bids have been requested from Saviano Company, National Surfacing and Full Court Construction.

**5.5 Arborist Tree Report** – Mike Bergstrom of Loral Tree Service has been requested to provide a cost to update the existing Arborist tree report as prepared by Roy Leggit.

## PENDING ITEMS

- *The Well* – Howard Wheeler (Loral) and Abel Espinosa (Advance Water Systems) are working together to determine the cause for the sprinklers still being clogged. Both the sand and silt filters are installed and are working, but we’re still having problems.
- *Comcast Services Agreement (Re-wiring project)* – Lisa Hmelar, Comcast representative, attended the meeting to discuss the scope of work related to the re-wiring project. Ms. Hmelar stated that Comcast will

install all new wire in conduit from the utility closets, through the landscaping to one coax outlet inside the unit living rooms. Comcast indicated that they will not trench under cement. On units with a single home-run, Comcast will pay the cost for the first outlet. Units with two-home runs, Comcast will pay for two lines. Additional connections will cost residents \$75 per outlet, which will be completed on an as-needed basis. In discussing the trenching for the conduit through the association's landscaping, the Board asked Ms. Hemlar to confirm that all landscape damages will be replaced or reimbursed by Comcast. After some discussion, it was agreed that Deborah McGraw will meet with the contractors for Comcast to determine the route for the trenching for approval by the Board before the work is started.

- 2009 Audit – On a motion duly made by Chris Grillone and seconded by Marla Degner, the Board unanimously approved the draft audit as prepared by Levy Erlanger & Company.

**CORRESPONDENCE REVIEW**

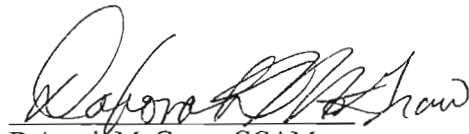
The Board discussed correspondence received from 522 Thain regarding excessive noise emanating from the utility closet and asked Deborah McGraw to add this item to the June Agenda for further discussion.

**ADJOURNMENT & ANNOUNCEMENTS**

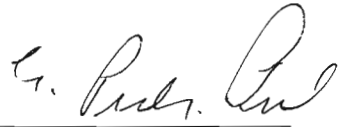
The next regular Board of Directors meeting was scheduled for Wednesday, June 16, 2010 at 7pm in the Association's Clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:45 pm into Executive Session to discuss the current status of the Litigation.

Minutes prepared by:

Attested:



Deborah McGraw, CCAM  
PML Management Corporation



E. Perky Perkins  
Secretary