

BARRON SQUARE HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 August 24, 2010

ORDER

The Barron Square Board of Directors Meeting was called to order by President Marla Degner at 7:02pm at the Clubhouse. Board members also in attendance were Brooke Bailey, Chris Grillone, John Morrissey, and E. Perky Perkins. Also attending was Deborah McGraw of PML Management.

HOMEOWNER FORUM

Marla Degner reported that the landscape is very dry at the visitor parking spaces next to 582 Thain. Chris Grillone reported that a plant needs to be added at the corner of the garage across from 522 Thain (at rear of 528 garage). Chris also mentioned that he attended the City of Palo Alto Council meeting, as recommended by his personal attorney, to discuss the litigation as an individual citizen and not a member of the board.

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 Perky Perkins, the Minutes of the July 14, 2010, Board of Directors meeting were unanimously approved, as submitted.

On a motion duly made by Marla Degner and seconded by Perky Perkins, the Minutes of the June 16, 2010, Executive Session meeting were unanimously approved, as submitted.

REPORTS

Treasurer – Treasurer Chris Grillone reviewed the financial statement for the period ending 7/31/10 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	40,785	284,040	281,827	2,213
Total Maint. & Repairs	13,202	60,371	56,231	4,140
Total Utilities	3,809	16,492	22,225	(5,733)
Total Admin. Expenses	8,571	62,496	59,493	3,003
Total Reserve Expenses	710	14,139	76,510	(62,371)
Total Assets		954,726		
Total Liabilities		5,005		
Total Fund Balances		949,721	1,018,070	est yr end

Deborah McGraw stated that a letter has been provided to Stanford Federal Credit Union stating the current officers of the corporation for signature card purposes.

Architectural – no report.

Landscaping: The Board reviewed the notes from the completed notes from the June 23rd walkthrough and a proposal from Loral Landscaping to remove the dead Birch tree at 4139 Thain at a cost of \$346. Deborah McGraw stated that Loral recommended a Crepe Myrtle tree be installed as a replacement tree. Marla Degner explained that she would like to see a taller tree installed there in order to help provide shade for Unit 4141 Thain. Deborah also reported that the owners of 4170 Thain have completed pruning their patio tree as requested. Perky Perkins reported that the City of Palo Alto will be pruning

their Carob trees on Thain Way in the next two weeks. Perky also mentioned that a lot of smaller trees need to be pruned at the front patio to unit 4162 Thain next to the garage.

Grounds –Deborah McGraw stated that Modern Electric has moved the junction box away from the utility closet at 522 Thain a cost of \$975. The pool deck will be sealed by JD Builders at a cost of \$350 in the next month. Deborah also mentioned that the owner of 4124 Thain has advised management that some of the wood siding shingles adjacent to the second floor entry are loose and warped, and Deborah presented a proposal from Draeger Construction for the repairs at a cost of \$996.93. After some discussion, a motion was made by Marla Degner, seconded by Brooke Bailey, and unanimously approved by the Board to accept the proposal. Perky Perkins reported that AT&T will be repairing their utility box by the end of the week.

Pool & Recreation – Deborah McGraw stated that Northwest Security can be “on call” for after hours pool incidents at a cost of \$50 per visit. The Board requested additional information as follows:

1. In what situations would they need to contact the Palo Alto Police?
2. What can/can't they do in their authority or jurisdiction?
3. What's their response time for calls?
4. Do they verify the identity of the caller?
5. When confronting an individual at the pool, what questions would they use to determine if the person was a resident?

Adjacent Properties – Perky Perkins reported that she has contacted weed abatement for the vacant lot.

UNFINISHED BUSINESS

3.1 Window Replacement – Deborah McGraw reported that Medallion can replace the weather stripping on the existing windows at a cost of approximately \$250 per window. Medallion will revise their bid for the conversion kit to include a low E glass in order to be approved under the conditions of the federal rebate. Phil Bank of WJ Bank Glass recommends a Z-Bar replacement which would replace the metal frames with vinyl and glass with low E that qualifies under the rebate. Because his company is not equipped to handle a job of this size, he recommended Franciscan Glass in Mountain View. An appointment has been made with Franciscan Glass for this Friday to review the site and show them the types of windows in order for a bid to be provided for the Z-Bar replacement.

Once the necessary information on the various types of window costs are obtained, the Board requested that PML put together a summary that would outline the major choices for the Board to consider for the Association. It is anticipated that the choices would fall into one of several categories. (1) Each homeowner has always had, and continues to have the option of replacing their unit's windows at the owner's discretion & expense, with window selection subject to HOA Architectural review & approval. (2) The HOA Board would present a preferred contractor that each individual homeowner could utilize (perhaps at a discounted rate, if people chose to contract all at the same time) to replace their unit's windows, at the owner's expense. Special consideration would be given for the double-pane choice (versus just weather stripping) such that the glass and method would qualify for the Federal rebate program (ends Dec. 31, 2010). (3) The HOA would replace each unit's (currently single-pane windows), at the HOA's expense (providing some idea as to costs for future assessments and reserves).

5.1 Roof Inspection (flat and slope roofs) – The Board reviewed bids from the following vendors.

Frank Fiala Roofing	\$14,100
Platinum Roofing	\$18,661
A-1 Roofing	\$23,845

After some discussion, a motion was made by Marla Degner, seconded by Chris Grillone, and unanimously approved to hire Frank Fiala Roofing at a cost of \$14,100.

6.1 HOA website – No report.

7.1 Gutter Cleaning – The Board reviewed bids from the following vendors for cleaning to be performed in Nov 2010 and Feb 2011:

Ace Raingutter	\$4,700
Professional Gutter Cleaning	\$5,475
Commercial Gutter	\$9,300
Associated Window Cleaning	\$10,790

Deborah McGraw stated that after submitting their bid, Professional Gutter has agreed to reduce their price by 10%. Deborah mentioned that the Association has used both Ace Raingutter and Professional Gutter Cleaning over the past number of years. Perky Perkins stated that the overall cleaning performance was better by Professional Gutter. After some discussion, a motion was made by Marla Degner, seconded by Chris Grillone, and unanimously approved by the Board to accept Professional Gutter Cleaning provided that they reduce their bid by 10%.

NEW BUSINESS

8.1 Thain Way – Chris Grillone expressed his desire to have the board look into taking over Thain Way as a part of the Association’s maintenance responsibilities from the City of Palo Alto. His concern is that Thain Way will become an access street for the adjacent property that has not yet been built upon. After much discussion the Board agreed not to pursue this issue.

PENDING ITEMS

Red Curbs – Perky Perkins reported that she spoke with Mike Nafziger of Public Works on the status of the City's response to our proposal. He is still following up on it.

The Well – Deborah McGraw stated that in order to reduce the amount of very fine silt produced by the well, Garcia Well and Pump will be installing a Harmsco filter at a cost of \$4396.42 by next week. The Board of Directors previously approved of the expense in a unanimous vote via email.

Comcast Services Agreement (Re-wiring project) – The Board reviewed a map showing the proposed trenching layout and where the proposed building penetrations will be for the outlets in the units. Marla Degner expressed her concern that the map is not correct and noted that the building penetration for her outlet is located in the wrong side of the unit. Deborah McGraw was requested to contact Comcast and discuss how the correct locations can be determined. Deborah also stated that Lisa Hmelar of Comcast has confirmed that any landscape damages (noted within 1 month of the trenching work) will be reimbursed by Comcast and performed by Loral. Perky Perkins requested that PML make sure that Comcast knows to check with the owners of rental units before installs.

Asphalt repair/slurry sealing – To be completed by CalVAc during the week of 9/13/10. Deborah McGraw was requested to send a letter to all residents and non-resident owners advising them of the date of the project no later than this Friday. Additional notification will be provided by CalVac closer to the actual project date.

Concrete repairs (remove/replace) – To be completed by CalVac during the week of 9/13/10.
Tennis Court Resurfacing/Repainting – To be completed by Saviano during week of 9/27/10.
Arborist Tree Report – To be completed by Loral Tree Service.

CORRESPONDENCE REVIEW

The Board reviewed a letter from the owner of 4122 Thain regarding power washing of upper unit balconies. After some discussion Marla Degner offered to include the concerns in the next association newsletter.

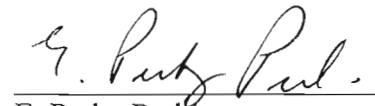
ADJOURNMENT & ANNOUNCEMENTS

The next regular Board of Directors meeting was scheduled for Wednesday, September 29, 2010, at 7pm in the Association's Clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:07 pm into Executive Session to discuss the current litigation.

Minutes prepared by:

Attested:


Deborah McGraw, CCAM
PML Management Corporation


E. Perky Perkins
Secretary