

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

February 16, 2011

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 Brooke Bailey, John Morrissey, and E. Perky Perkins. Board member, Chris Grillone, was absent. Also attending was Deborah McGraw of PML Management.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

Marla Degner, owner of 588 Thain, mentioned that her windows allow a lot of wind through when they are shut. Deborah McGraw was requested to send a work order to Medallion Glass and ask them to replace the weather stripping.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by John Morrissey and seconded by Brooke Bailey, the Minutes of the January 19, 2011, Board of Directors Meeting were approved, as submitted, with Marla Degner abstaining from the vote. On a motion duly made by Perky Perkins and seconded by John Morrissey, the Minutes of the January 19, 2011, Executive Session were approved, as submitted, with Marla Degner abstaining from the vote.

REPORTS

Treasurer – Deborah McGraw presented a summary of the December 2010 financial statement as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	4,059	487,720	483,127	4,593
Total Maint. & Repairs	5,728	90,156	96,400	(6,244)
Total Utilities	983	30,763	38,100	(7,337)
Total Admin. Expenses	10,243	115,531	102,000	13,531
Total Reserve Expenses	4,264	102,142	131,158	(29,016)
Total Assets		975,775		
Total Liabilities		7,470		
Total Fund Balances		968,305	1,018,070	est yr end

Architectural – Based on previous unanimous email approval, a letter has been sent to the City of Palo Alto approving their performing mold remediation for 502 Thain.

Landscaping – Deborah McGraw reported that the next landscape walkthrough is scheduled for 3/4/11. Perky Perkins expressed her concern about the berries that grow on the Cotoneaster shrubs from the El Camino Gate and down the driveway up to the cul du sac and at the Clubhouse across from 4131 Thain. She asked Deborah McGraw to find out if there is a spray that will inhibit the berries from growing.

Grounds – no report.

Pool & Recreation – Deborah McGraw was requested to put Pool Security on the March Board meeting Agenda for discussion. She will also check the availability of wrist-style tags for pool keys.

Adjacent Properties – Brooke Bailey stated that there are a lot of RVs parking on El Camino in front of the vacant lot next door and it looks bad.

UNFINISHED BUSINESS

3.1 Window Replacement – Perky Perkins asked Deborah McGraw to find out if she can obtain a bid for windows to be replaced by owners with group discount rate.

6.1 HOA website – No report.

11.2 Email Communication to Owners – Since PML is experiencing trouble with their mass email distribution software, the Board agreed to table this item for further discussion at a later date.

NEW BUSINESS

2.1 2011 Reserve Projects – The Board discussed the upcoming reserve projects as follows: Garage Door repair/replacement, Light Fixture replacement, and a new full Reserve Study for the 2012 Budget. It was agreed to obtain bids for the new reserve study and two Committees will be formed for the garage door repair/replacement and light fixture replacements.

2.2 2011 Tree Pruning – The Board reviewed a proposal provided by Loral Tree Service for this year's tree pruning at a cost of \$9,694. On a motion duly made by Marla Degner and seconded by Brooke Bailey, the Board unanimously approved the proposal.

2.3 2011 Annual Meeting – The Board reviewed the draft annual meeting packet and discussed possible candidates, since Marla Degner will not be running for re election this year. John Morrissey will run if there are not sufficient new candidates running for the Board. Marla Degner requested Board members to submit their ideas to her by the end of February for specs on garage door repair/replacement and lighting fixtures replacement, so she can prepare an informational notice requesting Committee members, such notice to be included with the outgoing annual meeting packet in March.

PENDING ITEMS

- **The Well** – Deborah McGraw stated that Loral Landscaping still needs to flush some lines and repair two more stuck valves before they can turn on the well again. She also reported that the Hamsco filter is working well.
- **Comcast Services Agreement (Re-wiring project)** – Deborah McGraw stated that she has spoken with Ralph (Innovating Technologies) and Russ (Cable Com) will be contacting her for a site inspection to note the exact location of the existing drops in the units and the trenching required to clean up the lines.
- **Irrigation head upgrade** – pending completion by Loral Landscaping.
- **Quick coupler installation** – completed by Loral Landscaping.
- **539 Thain fence repairs** – completed by All Fence.
- **550 Thain roof repairs** – The owner has notified Deborah McGraw that there are no current roof leaks. The Board reviewed a letter sent to the owner of 550 Thain notifying her that the roof drains appear to have been modified by the skylight installers which may have caused the roof leaks in the past. Deborah was requested to obtain a bid from Wiecks Associates (roof inspectors) to make the repairs recommended in their previous report.

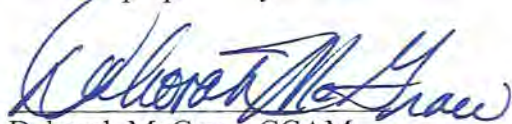
CORRESPONDENCE REVIEW

The Board reviewed the current Tax Incentive Assistance Project as provided by the State of California.

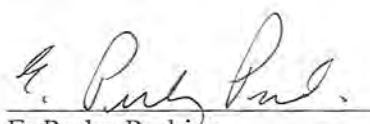
ADJOURNMENT & ANNOUNCEMENTS

The next regular Board of Directors meeting was scheduled for 7pm on March 16, 2011, in the Association's Clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 8:13pm.

Minutes prepared by:


Deborah McGraw, CCAM
PML Management Corporation

Attested:


E. Perky Perkins
Secretary