

BARRON SQUARE HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 March 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, Chris Grillone, John Morrissey, and E. Perky Perkins. Also attending was Deborah McGraw of PML Management and a Barron Square owner.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

The owner of 516 Thain stated that their windows are very drafty and asked to have the seals replaced as necessary. There was a discussion regarding the RVs parking on El Camino in front of the vacant lot and the tennis courts. It was agreed that, since the vehicles move on a regular basis, nothing can be done to remove them.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Perky Perkins and seconded by Marla Degner, the Minutes of the February 16, 2011, Board of Directors Meeting were unanimously approved, as submitted, with Chris Grillone abstaining from the vote.

REPORTS

Treasurer – Deborah McGraw presented a summary of the February 2011 financial statement as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	40,484	81,035	81,300	(265)
Total Maint. & Repairs	9,895	18,177	14,680	3,497
Total Utilities	1,552	3,017	5,268	(2,251)
Total Admin. Expenses	9,695	18,704	18,766	(62)
Total Reserve Expenses	4,590	7,916	36,874	(28,958)
Total Assets		1,012,441		
Total Liabilities		10,915		
Total Fund Balances		1,001,526	1,018,070	est yr end

Deborah McGraw was requested to explain the \$49,761.65 “due to” the reserve account and email the information to the Board. The Board then reviewed a request from PML to pay the association’s utility accounts electronically. After some discussion, the Board decided that they do not want to start electronic payments.

Architectural – No report.

Landscaping – The Board reviewed the landscape notes from the walkthrough performed on March 7, 2011, and noted that the next walkthrough is scheduled for April 8, 2011. Deborah McGraw stated that she has received a rebate check from Waterwise Consulting in the amount of \$1,625.82 for the installation of the ET Irrigation Controllers back in 2009. The Board discussed the Cotoneaster shrubs that produce large red berries and stated that they are a nuisance when the birds eat them and fly into windows and defecate on vehicles. The Board asked to have Loral Landscaping cut the existing berries off the shrubs for now and provide a proposal to remove the hedges from in front of 522 Thain (at the vacant lot property line fence) around the corner to the cul de sac, replacing them with an appropriate shrub that does not produce berries. Loral Landscaping will map hedges needing pruning (reduce size) and a notice to homeowners will be prepared to assure them that it will not kill the shrubs.

Grounds – The Board then reviewed a memo from PML Maintenance regarding the implementation of a fuel surcharge on all maintenance invoices. Deborah McGraw presented a proposal from PML Maintenance to address the rat intrusions in building 1 at a cost of \$315, which the Board approved. Perky Perkins reported that she is still waiting for a return call from Mike Nafziger of the City of Palo Alto regarding BSHOA taking responsibility for painting the red curbs on Thain Way.

Pool & Recreation – No report.

Adjacent Properties – No report.

UNFINISHED BUSINESS

3.1 Window Replacement – No report.

1 HOA website – Maury Green, owner of 4106 Thain, attended the meeting to discuss the possibility of an association website. After some discussion regarding the logistics of running/administering the website, Marla Degner asked for Maury to put a cost proposal together with options for discussion at the next meeting.

2.3 2011 Annual Meeting – The Board reviewed the annual meeting packet, including the insert about the garage door and lighting committees, and approved the candidate resume from Maury Green.

NEW BUSINESS

3.1 Pool Security – The Board reviewed samples of pool tags/passes presented by Deborah McGraw. After some discussion the Board chose a design and requested Deborah to obtain a cost for 65 passes with wrist coils at a size of 5"x5".

3.2 2010 Annual Audit and Tax Return – On a motion duly made by Marla Degner and seconded by Brooke Bailey, the Board unanimously approved the distribution of the 2010 Audit as prepared by Levy, Erlanger & Associates to all owners.

3.3 2011 Reserve Study – The Board reviewed bids from reserve analysis companies as follows:

Reserve Analysis Consulting - \$1,400 (3rd year update, previous study completed in 2008)

Golden Consulting Group - \$2,400

The Helsing Group - \$2,100

After some discussion, a motion was made by Chris Grillone to approve the proposal from Reserve Analysis Consulting. Perky Perkins seconded the motion, which was unanimously approved. Also, Reserve Analysis will be added to our Preferred Vendors list.

PENDING ITEMS

- *The Well* – Deborah McGraw reported that Abel with Advanced Water Systems has completed the quarterly service of the iron filters for \$198. The regular service includes going over the controls of the filters and making sure that they work properly, replacing worn parts if necessary, checking the flow switch and metering pump, adding Chlorine solution to the tank, and testing for iron. They also regenerate the media once/year with permanganate. The Board asked Deborah to find out from Advanced Water Systems why it's necessary to remove iron and add chlorine if the intent is to use the water just for irrigation.
- *Comcast Services Agreement (Re-wiring project)* – Deborah McGraw reported that Rafael Munoz with Innovative Communications has advised that he has scheduled one of his technician to start working on the walk-out and drawings tomorrow and Friday and should have drawings to PML by Monday.
- *Irrigation head upgrade* – pending completion.
- *550 Thain roof repairs* – Deborah McGraw presented a proposal from Jack Wiecks to provide the specifications, bidding to vendors, construction over site, and final review. After researching the archived documents, Deborah stated that it appears that the skylight installation was approved in 2000 by the Board and the contractor who installed the skylight is no longer in business to determine if there were any roof modifications during the installation. The Board asked Deborah to obtain additional bids for roofing consultation services to be reviewed at the next meeting.
- *2010 Tree Pruning* – pending completion.

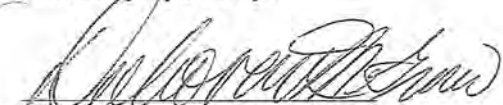
CORRESPONDENCE REVIEW

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

ADJOURNMENT & ANNOUNCEMENTS


The Annual Meeting of Members is scheduled for Wednesday, April 20, 2011 and the next regular Board of Directors meeting was scheduled for 7pm on May 18, 2011, in the Association's Clubhouse. There being no other business to come before the Board, the Meeting was adjourned into Executive Session to discuss the lawsuit at 9:25pm.

Minutes prepared by:



Deborah McGraw, CCAM
PML Management Corporation

Attested:



E. Perky Perkins
Secretary