

BARRON SQUARE HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 June 15, 2011

ORDER

The Barron Square Board of Directors Meeting was called to order by President Maurice Green at 7:05pm 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.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

Chris Grillone reported that the common area lights come on at 7:45 PM while still very sunny and asked to have Deborah McGraw send him the manufacturer information for follow up.

Maurice Green reported that there is an external antenna to be used to connect with various emergency entities in the event of a catastrophic occurrence. There was a brief discussion about where to place the antenna during an emergency. Maurice also asked about having an internet connection installed in the clubhouse for various purposes.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by Maurice Green, the Minutes of the May 18, 2011, Board of Directors Meeting, were unanimously approved, as corrected, with John Morrissey abstaining from the vote.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	40,505	202,614	203,250	(636)
Total Maint. & Repairs	6,481	35,493	36,700	(1,207)
Total Utilities	1,387	7,990	13,170	(5,180)
Total Admin. Expenses	8,716	44,439	46,915	(2,476)
Total Reserve Expenses	745	25,502	92,185	(66,683)
Total Assets		1,066,034		
Total Liabilities		5,356		
Total Fund Balances		1,060,678	1,018,070	est yr end

Chris Grillone stated that he would like to see expense trends for various vendors such as Loral Landscaping, PML Management and Maintenance departments as well as utilities.

Architectural – no report.

Landscaping – The Board reviewed the notes from the June 7th landscape walkthrough. Deborah McGraw reported that a proposal has been approved to install various plants at 4122 Thain at a cost of \$241.

Grounds – Deborah McGraw stated that the estimated cost for PML's maintenance department to address items 1-2, 4-9, 11-14, and 18 on the structural report dated 5/4/11 is not to exceed \$1875. On a motion duly made by Chris Grillone and seconded by Perky Perkins, and passed unanimously, PML was authorized to make the repairs noted on the structural report. Perky Perkins also reported that there is an issue with the roof over the garage for 508 Thain related to recent siding replacement. PML Maintenance will inspect the garage and contact a roofer, as necessary.

Lighting and Garage Doors – Chris Grillone offered to contact the volunteers in order to set up the first meeting of the committees.

Pool & Recreation – During the meeting, the Board inspected the signs in the spa room and requested Deborah McGraw to have two signs made to clarify the use of the sauna and spa. Of special concern is people using the emergency shut-off button for the jets in the hot tub (instead of just using the timer switch), which then shuts off the heater, necessitating a

maintenance call to get it turned back on at a charge to the Association. The spa sign, as discussed last month, is to remind people not to put rocks and water in the heating element of the spa which caused damage.

Adjacent Properties – Perky Perkins reported that due to the cutting down of all the trees in the vacant lot at 4146 El Camino Real, she talked to the City Planning Applications representative to inquire if there was any activity scheduled. She was told that on June 14 the owners applied for a zoning change from RN-15 to RN-30. All owners on Thain Way should be receiving a postcard with the next week for comments. In 1995, there was a proposal to build townhouses on that land, but it didn't materialize. The major problem for Barron Square is that this lot has egress for cars onto Thain Way, since Caltrans will not permit a cut on El Camino Real and the City has no jurisdiction on that topic. When more information is obtained, further action is likely to be taken by the Board and residents.

UNFINISHED BUSINESS

3.1 Window Replacement – Maurice Green reported that he has spoken with a couple vendors about window replacements. He confirmed that if a window breaks, it is the Association's responsibility to replace it. Replacement glass can be replaced exactly the same as existing, and the Association is not required to replace with dual paned glass. Chris Grillone stated that he believes the life of the windows are coming to an end very soon and is concerned that the Association does not have enough money to replace them. Maurice explained that the Association's reserve study has set aside a repair allowance to replace broken glass as necessary and has not provided for the cost to replace the entire window unit. Maurice is in the process of drafting a poll to send to the owners asking them if the Board should proceed with a formal vote to give control of the window replacement to the owners from the Association.

6.1 HOA website – Maurice Green gave a brief demonstration of a sample Barron Square website that would accommodate public and private viewing of Association information. It was agreed to table this item for further discussion at the next meeting.

3.1 Pool Security – The Board agreed to discuss the option of requiring residents to have a pool pass with them when using the pool area with the Pool Committee members. The process is being worked out in coordination with the Pool Committee.

5.1 502 Thain – Mold Remediation – Deborah McGraw stated that the mold remediation has been completed and has requested the City of Palo Alto to submit an architectural request form for remodeling the interior of the unit.

5.2 555 Thain – Water Damages – No report.

NEW BUSINESS

There was no new business to discuss.

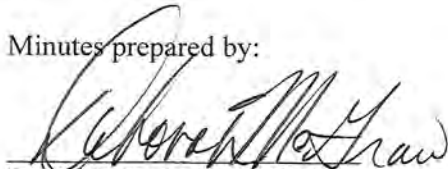
PENDING ITEMS

- **Comcast Services Agreement (Re-wiring project)** – Maurice Green asked Deborah McGraw to send him the list of contacts and a copy of the contract with Comcast so he can discuss the project with the contractors.
- **550 Thain roof repairs** – No report.
- **2011 Reserve Study** – Pending completion by Reserve Analysis Consulting.

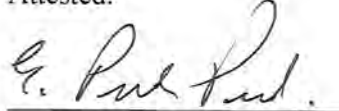
ADJOURNMENT & ANNOUNCEMENTS

The next regular Board of Directors meeting was scheduled for 7pm on July 20, 2011, in the Association's Clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:12pm.

Minutes prepared by:


Deborah McGraw, CCAM
ML Management Corporation

Attested:


E. Perky Perkins
Secretary