

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

July 20, 2011

ORDER

The Barron Square Board of Directors Meeting was called to order by President Maurice Green 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 various owners.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

516 Thain Leak – Chris Grillone (516 Thain) reported that he experienced a leak from his unit into 514 Thain. He expressed concern that the owner in 510 Thain may have damages. It was also mentioned that his insurance company advised him that the affected homeowners insurance would have to pay for damages since the Association's CC&Rs Section 7.4 and 7.5 states that only negligence will cause the owners insurance who caused damages to pay for the repairs to the affected units. Deborah McGraw was requested to contact Steven Farrell (510 Thain) to find out if he experienced any damages from the leak. The Board was requested to reviewing the section of the CC&Rs at a later date.

Vehicles on El Camino – Chris Grillone also notified the Board that the Living in Vehicles Ordinance will be reviewed by the City of Palo Alto at the next Council meeting.

Adjacent Property at 4146 Thain – Ree Dufresne (522 Thain) discussed the recent possibility of a zoning change for the adjacent property at 4146 El Camino to allow a higher density of homes to be developed. The owner expressed her concerns and full opposition to an increase in density allowance for the adjacent property.

Ruth Lowy (551 Thain) reported that she has spoken with Russ from the Palo Alto Planning Commission and he reported that a Council meeting is scheduled for September and October. Notice will be provided to owners within 600 feet of the adjacent property which includes all of Thain Way.

Board President Maurice Green expressed his desire for a group meeting in order to determine the Community's over all issue with the development of this property and the possibility of it being re-zoned.

Laszlo Tokes (4133 Thain) discussed the original design plan for the adjacent property being a maximum of 8 units with ingress/egress from El Camino. It was also noted that there was an apparent access agreement made with the owner of the adjacent property, and the original owner of the Barron Square property allowing access from Thain to the adjacent property.

The following owners then offered to be a part of a Committee, if it is established by the Board.

Ruth/Mike Lowy, 551 Thain
Ree/Gary Dufresne, 522 Thain
Lucy Yuan, 535 Thain
Laszlo Tokes, 4133 Thain
Narayan Raju, 531 Thain

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by John Morrissey and seconded by Chris Grillone, the Minutes of the June 15, 2011, Board of Directors Meeting, were unanimously approved, as submitted.

REVIEW ACTION LIST

The Board reviewed the action list and updated some of the content.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	40,498	243,112	243,900	(788)
Total Maint. & Repairs	9,274	44,767	44,040	727
Total Utilities	1,647	9,637	15,804	(6,167)
Total Admin. Expenses	7,777	52,216	56,298	(4,082)
Total Reserve Expenses	4,169	29,671	110,622	(80,951)
Total Assets		1,087,857		
Total Liabilities		9,549		
Total Fund Balances		1,078,308	1,018,070	est yr end

Architectural – The Board reiterated their unanimous email approval of an architectural request from Perky Perkins (514 Thain) approving of interior renovations due to water damage from 516 Thain. Chris Grillone (516 Thain) then presented an architectural request to replace the damaged hardwood flooring with the same product due to the water damage from the recent leak in his unit. On a motion duly made by Perky Perkins, and seconded by Brooke Bailey, the request was approved with a vote of 4 in favor and Chris Grillone abstaining from the vote.

Landscaping – Deborah McGraw stated that a proposal from Loral Landscaping has been approved to install 3 shrubs at 564 Thain at a cost of \$170.

Based on a site inspection with Deborah McGraw of PML and Mike Bergstrom of Loral Tree Service, it has been determined that the Eucalyptus adjacent to 550 Thain appears to be in good health. Loral Landscaping recommended pruning the tree at a cost of \$1,556. After some discussion, Deborah McGraw was requested to contact the owner at 4171 Verdosa to ask them if they would share the cost of pruning the tree, which sits directly on top of the property line with Barron Square.

Deborah McGraw reported that the large Pine trees located on the adjacent property at 675 Florales, directly behind 564 and 562 Thain has also been inspected. Loral Landscaping recommended pruning the trees and removing one due to an infestation of Red Serpentine Beetles. After some discussion the Board requested Deborah McGraw to contact the owners at 675 Florales to notify them of the condition of the trees which have many limbs which hang over onto the Barron Square property, asking them to have the trees maintained. Deborah McGraw stated that any pruning will need to be done in the winter or would open up the trees to infestation.

Deborah McGraw stated that Ruth and Mike Lowy (551 Thain) have met with Mike of Loral Tree Service regarding pruning various trees in the pool area to allow better light into the pool area and their back yard. A proposal was then reviewed from Loral Landscaping to complete the requested pruning at a cost of \$1,445. The Board asked Deborah to obtain a separate cost to prune the trees for more light into the pool versus their own backyard to be reviewed at the next meeting. It was also asked that Deborah contact Lisa LaForge (553 Thain) to discuss the pruning.

Grounds – Maurice Green met with Joe D’Agostino regarding small trash room latches. He has found an inexpensive magnetic latch that could be used in small trash rooms throughout the complex.

Lights – Chris Grillone reported that he has met with the Committee members, and they are looking into various options and what the Association’s budget will support. Deborah McGraw was requested to ask Loral Landscaping for a general cost to trench throughout the site and provide the information to Chris Grillone.

Garage Doors – Chris Grillone reported that he has met with the Committee members to discuss the Committee’s direction for the replacement or repair of the garage doors and how it will fit into the budget.

Pool & Recreation – Deborah McGraw reported that signs still need to be made to clarify the use of the spa and sauna. The Board asked Deborah McGraw to obtain a cost to move the light switch from inside to outside the sauna entrance.

Adjacent Properties – Based on discussion in Open Forum, Chris Grillone made a motion to establish a Committee to address the adjacent property at 4146 El Camino with respect to the re-zoning issue. Maurice Green seconded the motion, which was passed by unanimous consent.

UNFINISHED BUSINESS

3.1 Window Replacement – Maurice stated that he will provide a draft poll to the owners for review at the next Board meeting.

6.1 HOA website – No report.

3.1 Pool Security – The Board discussed the issues with people abusing the pool last year, mostly after hours. A motion was then made to use Northwest Security Service at \$50 per call to address pool abuse. The Board approved having Deborah McGraw purchase four (4) plastic signs which state that security is provided by Northwest Security and to call them at 650/345-8500 if residents see any suspicious activity. It was agreed to post one sign on each of the 2 gate entrances to the pool, at the tennis court, and the clubhouse entrance. Chris Grillone then made a motion to remove this item from the Agenda. The motion was seconded by Maurice Green, which was unanimously approved by the Board.

5.1 502 Thain – Mold Remediation – Pending completion by the City of Palo Alto.

5.2 555 Thain – Water Damages – Pending discussion with the owner's insurance agent.

NEW BUSINESS

7.1 Gutter Cleaning Bids – Deborah McGraw stated that a bid has been requested from Professional Gutter Cleaning who completed the work last year at a cost of \$2800 for the first cleaning in November and \$2100 for the second cleaning in February. The Board agreed that if Professional Gutter is able to keep their price the same, then they would approve it at the next meeting.

PENDING ITEMS

- *Comcast Services Agreement (Re-wiring project)* – Deborah McGraw stated that she has sent a list of the contact and a copy of the contract to Maurice Green for review.
- *550 Thain roof repairs* – Deborah McGraw reported that upon inspection by Platinum Roofing, it has been determined that the flat roof, which extends over 550 Thain and other units, is at the end of its life expectancy. There is moisture in the roof insulation, and the upper roofs drain to this lower roof section. Even though the roof is not leaking into the unit at this time, it is the roofer's recommendation that the roof be replaced. Deborah McGraw was requested to obtain a second opinion from a roofing contractor for the Board to review.
- *2011 Reserve Study* – Pending completion by Reserve Analysis Consulting.

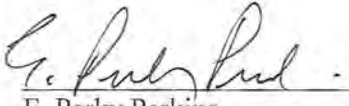
ADJOURNMENT & ANNOUNCEMENTS

The next regular Board of Directors meeting was scheduled for 7pm on August 17, 2011, in the Association's Clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 8:55pm.

Minutes prepared by:


Deborah McGraw, CCAM
PML Management Corporation

Attested:


E. Perky Perkins
Secretary