

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

March 21, 2012

ORDER

The Barron Square Board of Directors Meeting was called to order by President Maurice Green at 7:00pm at the Association's Clubhouse. Board members also in attendance were Brooke Bailey, Chris Grillone, and E. Perky Perkins. Director John Morrissey was absent. Also attending was Deborah McGraw of PML Management.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

Deborah McGraw presented an email request from the owner of 504 Thain regarding his garage door opener. It was noted that in 2007-08 workers were repairing a leak to the garage roof and when they closed the garage door, they bent the rail. PML's maintenance department made adjustments to the rail so that it would work, but ever since that incident, on cold days, the door only opens with help. R&S Erection was sent out to inspect/repair the door and mentioned in an email that the garage door opener need to be replaced at a cost of \$369. The owner requested the association pay for the new opener since it needs to be replaced due to the existing bent rail. The Board agreed to discuss this further during the Garage Door Committee report. The owner of 516 Thain mentioned that he is experiencing problems with squirrels chewing the bark off a common area Redwood tree behind his home and asked to have Loral Tree Service inspect the tree.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Brooke Bailey and seconded by Chris Grillone, the Minutes of the February 15, 2012, Board of Directors Meeting, were unanimously approved, as corrected.

REVIEW ACTION LIST

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

REPORTS

Treasurer – Deborah McGraw presented a summary of the February 2012 financial statement as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	39,583.43	79,656	80,176	(520)
Total Maint. & Repairs	8,809	15,962	15,072	890
Total Utilities	926	3,669	5,250	(1,581)
Total Admin. Expenses	10,698	19,080	16,718	2,362
Total Reserve Expenses	5,699	6,874	31,474	(24,600)
Total Assets		1,205,872		
Total Liabilities		4,554		
Total Fund Balances		1,201,318	1,263,351	est yr end

Architectural – The Board discussed the installation of an AC unit on the upper balcony at 4112 Thain. It has been found that the previous owner received approval for this installation from the Board in 2000. It was also noted that the AC unit piping was installed across the roof. The Board then discussed unit interior upgrades. Maurice Green mentioned that he has spoken with the owners of 4128 Thain, who are currently performing interior modifications which include repainting, replacing interior doors, installing new countertops, sinks and light fixtures. It was determined that the Board does not have the authority to approve/disapprove this type of modification, but it is required for the owner to notify management of their modifications so the information can be saved in the unit files for use in the event of an insurance claim. The Board reiterated that interior modifications which would require city permits, such as electrical and plumbing modifications, would require prior association approval before the work is started. Maurice Green asked the Board members to review the current Architectural Modification Procedure and to be prepared to discuss any recommended changes to the procedure which would make it clearer as to the interior modifications that would require prior Board approval versus notification of management.

Chris Grillone also mentioned that the owner of 4128 Thain has placed a dumpster in their parking space. After some discussion it was agreed to add an article to the next newsletter reminding residents to notify management prior to placing items in their parking space, other than their vehicles, and advising the duration of time the items will be there.

Landscaping – Deborah McGraw presented the notes from the landscape walkthrough performed on 3/9/12. It was noted that the next walkthrough is scheduled for 4/20/12. Deborah stated that currently the entire site is being watered with well water and Loral is cleaning the filters twice per week. The association will be able to stay on well water as long as the water level is high enough, but when the weather gets warmer, the watering times will need to be increased. At that time, Loral will determine if the well water will be sufficient, or if it will be necessary to use both well and city water. Deborah also noted that during the landscape walkthrough it was determined that the Pine tree (tag #217) at 4131 Thain needs to be removed.

Grounds – Deborah McGraw stated that it has been determined that the fence next to building 1 and adjacent to 548/550 Pena Court is in need of adjustment due to the Redwood tree roots pushing up on the fence. All Fence Company has provided a proposal in the amount of \$975 to move posts and modify the fence frame. The proposal has been approved and sent to All Fence for scheduling.

Deborah also noted that due to a roof leak in the laundry room of 4104 Thain, a proposal was received from Bolar Ceilings to replace/paint the damaged drywall in the bathroom and laundry room in the amount of \$2175, which has been inspected and approved by Maurice Green.

A summary of work orders created since the last Board meeting was provided for the Board to review.

Lights – Maurice Green met with Tisa of Ford Associates and performed a walkthrough of the complex in order to provide suggestions for a uniform lighting design. Perky Perkins asked whether the Committee were considering replacing the patio/balcony lights along with the common area lighting. Maurice said they hadn't, but would bring it up at the next meeting.

Garage Doors – Maurice Green reported that he has met with R&S Erection and Santa Clara Valley Door and received proposals for inspection of the garage door springs, rollers, door track, rubber gaskets, and bumpers which are the association's responsibility to maintain. Maurice stated that the Committee is considering having R&S Erection perform the inspection at a cost of \$75 per door. Regarding the exterior repairs to the garage door, it was determined that R&S Erection can evaluate and provide specifications for distribution to contractors for bidding purposes.

The Board then discussed the request from 504 Thain as brought to their attention in Open Forum. The Board discussed their concern about the extensive length of time it took for the owner to complain about the issues with the door. Maurice Green stated that the Board shouldn't accept full responsibility since the owner didn't advise the Board of the continual problems and the initial damage was the fault of the roofing contractor. Maurice Green then made a motion for the association to share in one half of the cost for the garage door opener replacement at \$184.50. Perky Perkins seconded the motion, which was unanimously approved.

Pool & Recreation – Deborah McGraw was requested to ask Laszlo Tokes, Pool Committee Chairman, when the pool will be heated so signs can be posted on the mailbox kiosks.

Adjacent Properties – Maurice Green stated that Ree Dufresne and Ruth Lowy have asked the Palo Alto Planning Department about the current status for the possible rezoning of the adjacent vacant lot property. The Planning Department mentioned that the owner of the vacant lot has been requested to perform a traffic study, and no response has yet been received from them.

UNFINISHED BUSINESS

11.1 Association files in storage – Deborah McGraw stated that she has contacted two vendors to perform the scanning of the archived documents currently in PML's storage facility. Data Safe responded stating that the cost depends on how the documents are indexed after being scanned. Generally there are 2000-2500 pages per box if it's full. So the price would be \$0.06 - \$0.13 per page depending on the physical condition of the documents. Therefore, for 9 boxes, the cost could range from \$1080 to \$2340. Deborah stated that she is waiting for a response from Shred Works and will provide the information upon receipt.

2.2 Fence replacement at Thain entrance adjacent to Interdale homes – Deborah McGraw stated that she has made contact with a Board member of the Interdale Homeowners Association. Currently they are away on vacation and will discuss the fence replacement with Deborah after they return.

NEW BUSINESS

None to discuss.

PENDING ITEMS

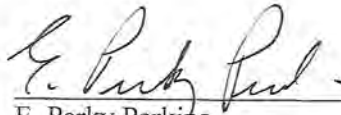
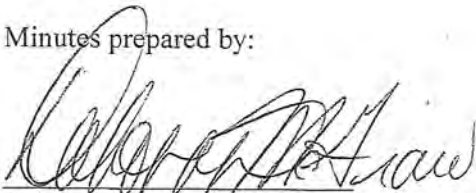
- **Comcast Re-wiring project** – Maurice Green reported that Marla Degner has had the acknowledgement to the service agreement with Comcast formally notarized and asked Deborah McGraw to mail the documents to Christopher Christian of Comcast. Maurice also noted that he is investigating options of providing television signal and internet to the residents from other sources, such as Fiber Internet or Dish in the event that Comcast does not perform the re-wiring as previously stated.
- **502 Thain, Interior Remodeling** – Deborah McGraw stated that she has received no response from Steven Turner, City of Palo Alto, providing confirmation that the bathroom plumbing has been fixed, or is intended to be fixed during the remodeling.
- **2012 Annual Meeting of Members, 4/18/12** – Deborah McGraw stated that the annual meeting packet has been mailed with the following owners agreeing to run as incumbent candidates: Chris Grillone, Perky Perkins, and Brooke Bailey.

ADJOURNMENT & ANNOUNCEMENTS

Maurice Green announced that he has purchased a headset for the master radio to be used in case of an emergency by the Emergency Preparedness Committee. The Annual Meeting of Members is scheduled for Wednesday, April 18, 2012, at 7pm in the Association's clubhouse. The next regular Board of Directors meeting was scheduled for May 16, 2012, at 7pm 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:

Attested



Deborah McGraw, CCAM
PML Management Corporation

E. Perky Perkins
Secretary