

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

May 16, 2012

ORDER

The Barron Square Board of Directors Meeting was called to order by President Maurice Green at 7:09pm 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 and various other owners.

Deborah McGraw noted that at the April 18, 2012, Annual Meeting of Members, Brooke Bailey, Chris Grillone and Perky Perkins were re-elected to the Board. At this time, the Board decided to keep the following existing officer positions the same:

President	Maurice Green
Vice President	Brooke Bailey
Secretary	Perky Perkins
Treasurer	Chris Grillone
Directors at Large	John Morrissey

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. Deborah McGraw was requested to add Reimbursement of Administrative Costs to the June 2012 Agenda.

HOMEOWNER FORUM

The owner of 539 Thain came to discuss a proposal to install trees in the planter area at the end of the private street adjacent to 539 Thain and the Zen Hotel. The Board agreed to discuss this further in the Grounds report.

The owner of 4150 Thain came to discuss a problem with water ponding at the bottom of the downspout next to his front door. He requested that a catch basin be installed, in the planter area, in order to mitigate the excess water.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by Maurice Green, the Minutes of the March 21, 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 as follows:

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	39,941	159,642	160,352	(710)
Total Maint. & Repairs	9,371	31,169	30,144	1,025
Total Utilities	1,475	6,662	10,500	(3,838)
Total Admin. Expenses	9,401	37,235	33,436	3,799
Total Reserve Expenses	4,100	12,510	62,948	(50,438)
Total Assets		1,242,029		
Total Liabilities		4,792		
Total Fund Balances		1,237,238	1,263,351	est yr end

Chris Grillone reported that he is rolling the Stanford Credit Union CD into another 12 month CD, still with Stanford Credit Union. He also mentioned that the Unit Interior Repairs Operating expense is over budget due to recent roof leaks.

Architectural – The Board reviewed the following architectural requests:

Date	Address	Request	Status
4/4/12	528 Thain	Install new windows and glass doors	Pending approval
4/20/12	4168 Thain	Install new windows	Pending approval

- 4168 Thain – Dick Evans attended the meeting to discuss his architectural request to install new Simonton Daylight Max vinyl windows. After some discussion a motion was made by Chris Grillone to approve of the request. Perky Perkins seconded the motion, which was unanimously approved by the Board.
- 528 Thain – After some discussion, a motion was made by Perky Perkins to approve of the request to install new Anlin windows and glass doors. Maurice Green seconded the motion which was approved by the Board with Chris Grillone abstaining from the vote.
- Add to structural walkthrough – inspection of raised sidewalks and other trip hazards such as raised/dropped curbs.

Landscaping – The Board reviewed the notes from the landscape walkthrough on 4/20/12. Deborah McGraw stated that a proposal from Loral was approved to install new plantings at the fence of 4139 and 4137 Thain at a cost of \$142.50 in order to hide the new AC units. The Board then reviewed a request by the landscape committee to replace the Cotoneaster shrubs, which are not growing fast enough to hide the fence to the adjacent vacant lot, across from 522 Thain. A proposal was reviewed from Loral to remove the existing Cotoneaster and install Xylosma shrubs at a cost of \$842.50. Deborah McGraw was requested to have the proposal revised to amend the soil, by removing and replacing the soil, and installing 15 gallon shrubs, instead of 5 gallon, only to the corner of the fence at the end of the cul-de-sac.

Grounds – The Board reviewed a letter received from the owner of 539 Thain requesting modifications to a planter area in order to install Italian Cypress trees at the end of the street adjacent, to 539 Thain, in an effort to mitigate the view of the Zen Hotel’s roof protrusions and antenna.

The Board also discussed the request from 4150 Thain to install a catch basin system at the end of the downspout at the front door and asked Deborah McGraw to follow up with the owner regarding his proposed specifications. Deborah McGraw was requested to inspect other entry way, which have issues similar issues, and include them in a proposal as necessary.

Lights – The Committee informed the Board regarding their discussion on exterior lights replaced in the exclusive use common areas (decks, patios). For those who have changed theirs, it is suggested they be asked to submit an architectural request to obtain formal board approval. Future changes will require approval before installation. Perky Perkins agreed to put this in the next newsletter.

Garage Doors – Maurice Green stated that the Committee has discussed maintenance of the existing garage doors. The Committee suggests having R&S Erection perform the door maintenance at a cost of \$90 per door, for the remaining 17 doors. However this reduced cost would require PML to facilitate coordination of the appointments on the same day/time. The Board decided that having so many residents to coordinate may pose a problem, so it was agreed, on a motion duly made by Maurice Green, seconded by Brooke Bailey, and unanimously approved by the Board, to have the inspections done individually at the cost of \$109 per door.

It was noted that after readjustment of the door, the opener may not function properly and may need to be replaced (estimated cost \$400). Please note that the Board has been advised by R&S Erection that the original electric door openers are not compliant with the UL325 code (automatic door injury prevention). If opener is not to code it should be replaced, however there does not appear to be a requirement from the City to have it replaced. R&S Erection can replace opener for approximately \$400 at owner’s direction. Maurice Green suggested the following notice to the remaining residents with door adjustment requirements: “We have observed that your garage door is out of alignment. Continued operation of the door may cause damage to the door or garage frame. The Association can authorize R&S Doors to contact you and arrange to align, adjust, and lubricate your garage door at a mutually convenient time and paid for by the Association. If you decide not to have this work done, you may be responsible for subsequent damage to the door and/or the frame.”

Maurice Green also stated that handles need to be installed on the exterior of the garage doors for access in case of an electrical outage when the owner would need to lift the door manually.

The Board agreed to table the notice to owners in order to re-word proposed statement before being sent in order to make it clear that replacement of the opener is a recommendation, and does not appear to be a requirement by the City.

Pool & Recreation – No report.

Adjacent Properties – No report.

UNFINISHED BUSINESS

11.1 Association files in storage – Deborah McGraw stated that there are 9 boxes of archived files in PML storage. Generally 2000-2500 pages per box if full, so there may be about 22,500 pages total. Two vendors have responded to the Board's scanning inquiry as follows:

Data Safe:

\$0.06 - \$0.13 per page (depending on the physical condition of the docs.)

For 9 boxes the price could range from \$1080 to \$2340.

Shred Works:

\$0.09-\$0.13 per page

\$2025 - \$2925

The Board asked Deborah McGraw to contact each vendor and determine if there is an extra cost to make each document OCR (text searchable). The Board also requested to have all 9 boxes moved from PML's storage and placed in Brooke Bailey's garage in order for the Board to review the boxes and determine which files need to be retained. Deborah McGraw offered to send the Board a records retention policy to help when reviewing the files.

2.2 Fence replacement at Thain entrance adjacent to Interdale homes – Discussion tabled to the June 2012 Board meeting.

NEW BUSINESS

5.1 Installation of a Permanent Reception Antenna on Clubhouse – Maurice Green submitted an architectural application, on behalf of the Emergency Preparedness Committee, requesting permission to purchase and mount a dipole antenna with cable on the Clubhouse chimney. On a motion duly made by Perky Perkins, and seconded by Brooke Bailey, the Board approved of the request, with Maurice Green abstaining from the vote.

5.2 Reserve Analysis Update for 2013 Budget – The Board reviewed a proposal from Reserve Analysis Consulting to perform an annual Reserve review at a cost of \$700, which would include preparation of the 30 year funding plan and the required assessment and reserve funding disclosure statement for the 2013 budget. Deborah McGraw stated that the reserve funding requirements are updated annually within the budget. However the funding plan is not and the original one is used until a new reserve study is performed. Tabled to the June 20, 2012, Board meeting.

PENDING ITEMS

- **Comcast Re-wiring project** – Maurice Green reported that the re-wiring project at building 8 has been completed, and he is working to obtain the schedule for the remaining buildings to be completed.
- **502 Thain, Interior Remodeling** – The Board reviewed an architectural application for the rehabilitation of 502 Thain. Based on the architectural form submitted Chris Grillone made a motion to approve of the application. The motion was seconded by Brooke Bailey, and unanimously approved by the Board. The Board requested Deborah McGraw to clarify in the approval letter, that the City of Palo Alto is requested to disclose to potential buyers that all future unit owners are responsible for the maintenance of the newly installed sidewalk and ramp and that the bathroom sink supply and drain lines must pass a leak inspection and be up to current code.

ADJOURNMENT & ANNOUNCEMENTS

The next regular Board of Directors meeting was scheduled for June 20, 2012, at 7pm in the Association's Clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:40pm.

Minutes prepared by:



Deborah McGraw, CCAM
PML Management Corporation

Attested



E. Perky Perkins
Secretary