

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

June 20, 2012

ORDER

The Barron Square Board of Directors Meeting was called to order by President Maurice Green at 7:04pm at the Association's Clubhouse. Board members also in attendance were Brooke Bailey and E. Perky Perkins. Directors Chris Grillone and John Morrissey were absent. Also attending was Deborah McGraw of PML Management and various other owners.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

The owner of 551 Thain attended the meeting to discuss the following:

1. Trees – 1) The small skinny tree in front of their home has never done well and is still very small; 2) The owners would like the Redwood tree in the pool area thinned out in order to provide them with more light to their backyard; and 3) The "star flower" tree at the staircase to their upstairs neighbor is always cut back and they would like it to be able to grow taller. Deborah McGraw will check with the owner of 553 Thain to determine if they would like the tree at the current height or to allow it to grow taller.
2. The ornamental grass on Thain near their home looks messy and they would like it trimmed. Deborah McGraw will contact Loral to find out when it will be cut **and possibly cutting 3-4 times a year instead of two.**
3. The Azaleas on the right side of the staircase are very dry. Deborah McGraw will issue a work order to Loral to check the irrigation coverage.
4. Their garage door was inspected by R&S Erection at their request due to a problem with the door not being able to stay open if opened manually. R&S Erection attempted to adjust the door balance, but encountered a problem with the owner's opener which failed to operate once the door was adjusted. R&S suggested that the owner replace their opener in order to solve the problem. The owner decided not to at that time and requested R&S to return the door to its original position. After attempting to return the door to its original state, the owners have found that the door is now out of alignment. Maury Green stated that he will contact R&S and ask for their door to be inspected again when they are on site to adjust other doors in the complex.

Maury Green, on behalf of the owners for 4133 Thain, presented an architectural request to install an AC unit. The Board agreed to discuss this later during Architectural Reports.

The owner of 539 Thain attended the meeting to discuss the installation of trees at the end of the driveway next to his unit. Since this topic was already on the Agenda under New Business, item 6.1, the Board agreed to move up the discussion for the benefit of the owner.

6.1 Landscape Modification adjacent to the Zen Hotel – The Board reviewed drawings and a proposal prepared by landscape architect Kikuchi & Associates, and provided by the owner of 539 Thain, for the modification of the curb at the end of the driveway next to 539 Thain and the installation of 13 trees in order to mitigate the view of the Zen Hotel's roofline. The landscape architect proposed either Podocarpus or Cypress trees. After discussion, Perky Perkins suggested approving the installation of Cypress trees. Brooke Bailey seconded the motion, which was unanimously approved. The owner of 539 Thain stated that he will draft an agreement for the Board to review which would state that he as the unit owner will pay for this work to be done. The Board requested that the agreement include that any existing utilities will be maintained in their current locations.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Brooke Bailey and seconded by Maurice Green, the Minutes of the **May 16, 2012**, Board of Directors Meeting, were unanimously approved, as corrected.

REVIEW ACTION LIST

The Board reviewed the action list.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	40,025	199,667	200,440	(773)
Total Maint. & Repairs	8,061	39,230	37,680	1,550
Total Utilities	2,449	9,111	13,125	(4,014)
Total Admin. Expenses	7,746	44,981	41,795	3,186
Total Reserve Expenses	313	12,823	78,685	(65,862)
Total Assets		1,261,838		
Total Liabilities		3,143		
Total Fund Balances		1,258,696	1,263,351	est yr end

Architectural – The Board reviewed the following architectural requests:

Date	Address	Request	Status
6/6/12	4110 Thain	Bathtub replacement	pending

Since the owner of 4110 Thain has already completed the project, without prior review, the Board requested Deborah McGraw to send them a letter stating that the application was approved, provided that they used a licensed contractor, obtained the proper city permits, and if there are any future issues with plumbing to the bathtub, which they modified, that they would be responsible for the maintenance.

The Board then reviewed an architectural request from the owner of 4133 Thain to install a concrete pad and ac unit in the common area landscaping. Deborah McGraw was requested to notify the owner that they are approved to continue with the project in order to hire a contractor. However, the request will not be formally approved until a location for the ac unit has been agreed upon by the Board.

Deborah McGraw stated that the owner of 4170 Thain has been advised that the door frames on the back of the house are bronze and not in conformance with the association's dark brown frames, and were requested to have them painted to match.

Landscaping – The Board reviewed the notes from the landscape walkthrough on 5/18/12. Proposals from Loral Landscaping were approved to install 3 each 15 gallon Prunus 'Carolina' shrubs to replace the dead Cotoneaster at the clubhouse at a cost of \$380, and the repair of an irrigation valve at a cost not to exceed \$300. Deborah McGraw stated that 542 Thain has been requested to remove a dead tree from their patio. Abel, at Advanced Water Systems, has been notified that one of the purge lines for the well is located in the common area plantings by the pool and creating a swamp. Able stated that he will connect this purge line to the one already installed which purges water into the pool equipment room drain. Abel will also repair a leak in one of the fittings at the same time.

Grounds – No report.

Lights – Maurice Green mentioned that they will be creating a Committee Group on the Website to facilitate committee work.

Garage Doors – Maury Green reported that there may be more than 17 doors which need adjustment, since it has been determined that there may be interior dry rot, which cannot be found from an exterior inspection.

Pool & Recreation – Ruth Lowy will find and purchase for the association, 4 small chairs for the pool area to replace less safe ones currently in use.

Adjacent Properties – Maury Green addressed items discussed at a recent Barron Park meeting.

UNFINISHED BUSINESS

11.1 Association files in storage – Deborah McGraw stated that the archive boxes have been delivered to Brooke’s garage for review and provided a records retention guideline for review: Deborah also stated that the vendors would add \$0.05 per page in order to scan the documents in as text searchable.

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.

Add \$0.05 per page to convert to OCR – text searchable

Shred Works:

\$0.09-\$0.13 per page

\$2025 - \$2925

Add \$0.05 per page to convert to OCR – text searchable

2.2 Fence replacement at Thain entrance adjacent to Interdale homes – No report.

5.2 Reserve Analysis Update for 2013 Budget – The Board agreed to table this to July for Chris Grillone’s input.

NEW BUSINESS

See Open Forum

PENDING ITEMS


- **Comcast Re-wiring project** – Maurice Green stated Lisa Hmelar from Comcast has called him and stated that Comcast has agreed to proceed with the re-wiring project.
- **502 Thain, Interior Remodeling** – Deborah McGraw stated that the City of Palo Alto has decided not to install the ADA walkway and ramp.

ADJOURNMENT & ANNOUNCEMENTS

The next regular Board of Directors meeting was scheduled for July 18, 2012, at 7pm in the Association’s Clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:34pm.

Minutes prepared by:

Attested



Deborah McGraw, CCAM
PML Management Corporation

E. Perky Perkins
Secretary