

**BARRON SQUARE HOMEOWNERS ASSOCIATION**

Minutes of the Board of Directors Meeting

July 18, 2012

**ORDER**

The Barron Square Board of Directors Meeting was called to order by President Maurice Green at 7:13pm at the Association's 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**

None.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made by Brooke Bailey and seconded by Perky Perkins, the Minutes of the June 20, 2012, Board of Directors Meeting, were approved as corrected with Chris Grillone and John Morrissey abstaining from the vote.

On a motion duly made by Chris Grillone and seconded by Maury Green, the Minutes of the July 12, 2012, Board of Directors Executive Session were unanimously approved as submitted.

**REVIEW ACTION LIST**

The Board reviewed the action list.

**REPORTS**

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

	<b>Month</b>	<b>Y-T-D</b>	<b>Budget</b>	<b>Variance</b>
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:

<b>Date</b>	<b>Address</b>	<b>Request</b>	<b>Status</b>
7/3/12	4132 Thain	To install tile in entry area and hallway near wet bar	Pending
7/12/12	557 Thain	To replace master and dining room windows	Pending

The Board reviewed the request from 4132 Thain and requested Deborah McGraw to send the approval letter since it does not require formal Board approval.

The Board then reviewed the request from 557 Thain. Maurice Green made a motion to approve the request provided that the exterior wood trim is painted to match the existing trim color within 5 days of the installation. Chris Grillone seconded the motion, which was unanimously approved.

The Board also discussed a recent bathroom remodel at 4110 Thain and requested Deborah McGraw to ask for a copy of the city permit from the owner.

**Landscaping** – The Board discussed the unauthorized pruning of the Carob tree next to the clubhouse by the owner of 4154 Interdale. Deborah McGraw stated that she notified the City who immediately came to the property to inspect the damages. The City has stated that they will continue to monitor the tree to determine if any additional structural pruning will be necessary to bring it back into its proper shape.

Deborah McGraw presented a proposal from Loral Landscaping to replace some of the Cotoneaster shrubs across from 522 Thain (at the adjacent property line fence), with Escallonia (which does not have any berries) at a cost of \$842.50. The Board approved.

**Grounds** – Deborah McGraw presented a proposal from Precision Concrete Cutting to cut various sidewalk trip hazards at a cost of \$3344.09. After some discussion a motion was made by Chris Grillone to approve the proposal. Perky Perkins seconded the motion, which was unanimously approved. Deborah McGraw was requested to contact the City of Palo Alto regarding the tripping hazards on the City’s sidewalk along Thain Way. Deborah was also requested to obtain bids for the 3 areas of concrete which need to be removed and replaced since they are lifted too high to cut.

Maurice Green reported that during some interior construction on unit 4102 Thain, their contractor needed to shut off the water to the unit. While trying to determine which shut off valve to turn off, their contractor inadvertently broke 3 of the water shut off valves to 4102, 4104 and 4106 Thain. Maurice Green contacted Roto Rooter, who replaced the worn out, broken valves at the association’s expense. Maurice also discussed that, since the valves are old and in need of replacement, the Board should discuss replacing all of the valves and pressure regulators to all units before more of them are broken. Deborah McGraw was requested to obtain a bid for the replacements.

**Lights** – No report.

**Garage Doors** – The Board discussed the recent repairs at 4137 Thain where dry rot was found on the inside of the door jam. Maurice Green reported that, during the structural inspection performed with Joe D’Agostino of PML Management, he found other garage doors which require plywood replacement. Deborah McGraw was requested to ask Joe how many garage doors should be replaced versus repaired and to provide an approximate cost for the door repairs. There was also a discussion about the quality of service from R&S Erection. Deborah McGraw offered to have Eric from Advanced Auto Gate contact Maurice Green in order to meet with him on site and provide a second opinion on the cost of inspecting/adjusting the existing garage doors.

**Pool & Recreation** – Maurice Green reported that the solar conduit was cut unintentionally during the Comcast re-wiring work which was repaired at their expense. There was a brief discussion about possibly installing a wireless router for Wi-Fi access at the pool and clubhouse.

**Adjacent Properties** – No report.

## UNFINISHED BUSINESS

**11.1.11 Association storage files update** – Brooke Bailey reported that PML delivered all the association’s archives boxes from storage to her garage. Brooke brought two boxes to the meeting which she had reviewed and, according to document retention procedure, decided that they could be shredded. Brooke offered to continue reviewing the remainder of the documents.

**2.2 Fence replacement at Thain entrance adjacent to Interdale homes** –The Board requested Deborah McGraw to contact the City to determine what regulations are involved with property line fence replacements.

**5.2 Reserve Analysis Update for 2013 Budget** – Deborah McGraw presented a proposal from Reserve Analysis to perform the association’s annual Reserve Study review at a cost of \$700. After some discussion, the Board decided not to hire Reserve Analysis and requested Deborah McGraw to update the reserve information for inclusion in the 2013 draft budget.

**NEW BUSINESS**

**7.1 Reimbursement of Administrative Costs for Violation Letters** – Tabled for discussion at the August 15<sup>th</sup> Board meeting.

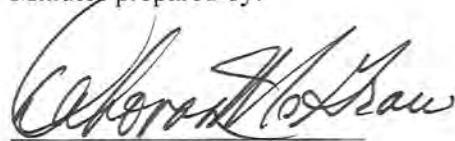
**PENDING ITEMS**

- **Comcast Re-wiring project** – Maurice Green was happy to report that the project has been completed. Maurice also stated that the new conduits will need to be painted.
- **Landscape Modification adjacent to the Zen Hotel** – The Board reviewed a revised agreement provided by the owner of 539 Thain and agreed to the content. After some discussion, Perky Perkins made a motion to approve of the agreement, contingent upon legal review and there are no recommended changes from the association’s attorney. Maurice Green seconded the motion, which was unanimously approved.

**ADJOURNMENT & ANNOUNCEMENTS**

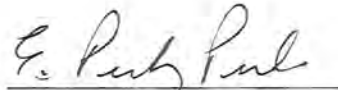
The next regular Board of Directors meeting was scheduled for August 15, 2012, at 7pm in the Association’s Clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:46pm.

Minutes prepared by:



Deborah McGraw, CCAM  
PML Management Corporation

Attested



E. Perky Perkins  
Secretary