

## BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

August 15, 2012

### ORDER

The Barron Square Board of Directors Meeting was called to order by President Maurice Green at 7:02pm 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 and the owner of 4170 Thain.

### AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. It was agreed to move item 8.4 from New Business to Open Forum since the owner was in attendance to discuss the issue.

### HOMEOWNER FORUM

The owner of 516 Thain reported that the fence along El Camino next to the tennis courts has been bent, possibly by someone climbing over it. PML was requested to have their maintenance department inspect the fence.

**8.4 4170 Thain back door frames** – The Board requested the owner to repaint the exterior door frames in the front and back of the unit in the approved dark brown color, as noted on the 12/19/11 approval letter to install the front patio door and window. The owner attended the meeting to discuss the Board's request. Maurice Green explained that there are two separate issues with the doors on the unit: 1) front door frames not painted to match the dark brown color used throughout the property as required by the approved architectural application; and 2) the back door frames, installed by a previous owner, are not in the approved dark brown color. After some discussion the Board asked owner to check with the manufacturer to find out if the front and back door frames can be refinished in the dark brown color. Deborah McGraw was also requested to send the paint color information to Perky and Maurice from the repainting completed by Draeger Construction in 2009.

### APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Brooke Bailey and seconded by John Morrissey, the Minutes of the July 18, 2012, Board of Directors Meeting, were approved as submitted.

### REVIEW ACTION LIST

The Board reviewed the action list.

### REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	39,269	278,997	280,616	(1,619)
Total Maint. & Repairs	8,370	55,439	52,752	2,687
Total Utilities	4,084	16,497	18,375	(1,878)
Total Admin. Expenses	6,969	60,029	58,513	1,516
Total Reserve Expenses	531	16,182	110,159	(93,977)
Total Assets		1,301,854		
Total Liabilities		5,832		
Total Fund Balances		1,296,022	1,263,351	est yr end

The Board discussed a delinquent owner account and considered changing the dues late fee from a flat fee of \$20.00 to 10% of the monthly dues amount as currently stated in the association's CC&Rs section 4.7 Effect of Nonpayment of Assessments as follows:

“Any assessment not paid within fifteen (15) days after the due date shall be delinquent, shall incur a late payment penalty in the amount of up to ten percent (10%) of the delinquent assessment and shall bear interest on the unpaid principal, late charges, costs and fees at the maximum rate allowed by law commencing thirty (30) days after the due date until paid.”

After some discussion, on a motion duly made by Chris Grillone, seconded by Brooke Bailey, the Board unanimously approved to change the late fee to the allowed 10% of the monthly dues amount. PML will send notifications for comment and then will return to Board for formal approval.

**Architectural** – Board to review/approve the following architectural requests:

Date	Address	Request	Status
6/20/12	4133 Thain	To install an air conditioning unit	Approval letter sent 8/8/12

Maurice Green discussed the work performed by the owner's contractor when installing the new air conditioning unit. He advised the owner that the electrical wiring installed by their contractor on the outside of the fence was not acceptable and needed to be moved.

**Landscaping** – Deborah McGraw stated that the owner of 588 Thain reported on 8/9/12 that a large tree limb from a Pine tree fell on their car breaking the windshield. Deborah advised the owner that their personal car insurance will cover the damages and not the association's insurance. The owner asked if the Board would consider removal of the tree, so Deborah has requested Loral to provide an opinion of the tree's health to discuss with the Board. The owner of 4166 has requested that the landscaping by her unit be looked at since there doesn't seem to be sufficient watering and the plants are dying.

**Grounds** – The Board reviewed a proposal from PML Maintenance to install flip style latches on the 30 individual garbage room doors at a cost of \$865.00. There was a discussion regarding the style of the latches, and Perky Perkins offered to investigate an alternative style for the inside of the garbage room doors.

**Lights** – Chris Grillone stated that he will be meeting with the Committee on Wednesday, Aug. 23.

**Garage Doors** – Maurice Green will meet with Eric of Advanced Automatic Gate to see what the costs would be to inspect/service the garage doors hardware.

**Pool & Recreation** – The Board discussed the use of the pool area for large private events.

**Adjacent Properties** – No report.

**UNFINISHED BUSINESS**

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

**7.1 Reimbursement of Administrative Costs for Violation Letters** – The Board discussed the expense to send violation letters to owners. After some discussion, Perky Perkins made a motion to modify the existing rules to include the administrative fee as follows: “Cost included with Rules enforcement will be borne by the owner in violation.” Maurice Green seconded, and the motion

was unanimously approved.

## NEW BUSINESS

**8.1 Replacement of water shut off valves and pressure regulators** – The Board reviewed a proposal provided by EJ Plumbing to replace approximately 60 water shut off valves and pressure reducing valves at a per unit cost of \$325.00. The Board discussed the proposal and agreed that the valves will be replaced on an as-needed basis instead of all at once. Competitive bids have been requested by other plumbers to be discussed at the next board meeting.

**8.2 2012 Audit Engagement** – The Board reviewed the engagement letter from Marco Lara, CPA, to perform the association's taxes and 2012 year-end financial review at a cost of \$2925. Perky Perkins made a motion to approve of the proposal. Maurice Green seconded the motion, which was unanimously approved.

**8.3 Building 10 gas pipeline replacement** – Due to a break in the gas line to building 10, the Board unanimously approved via email, considering this was an emergency, to have Discount Plumbing replace all lines to the building at a cost of \$15,850. Deborah McGraw stated that the work has been completed.

**8.4 4170 Thain back door frames** – See Open Forum.

**8.5 4110 Thain reimbursement request** – The Board reviewed a request from the owner of 4110 Thain for reimbursement of the cost to replace the water shut off valve at \$150. On a motion duly made by Perky Perkins, and seconded by Maurice Green, the Board unanimously approved.

**8.6 Unit 514 Thain, Insurance Claim** – Deborah McGraw stated that after the July Board meeting, Perky Perkins tripped and fell over the small curb at the side of building 12 by the mailbox kiosk while performing a Board duty by removing notices on the mailbox kiosks. An insurance claim, on the association's policy, has been opened for medical expenses.

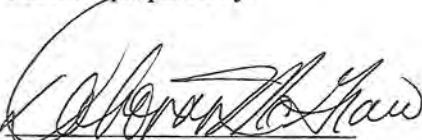
## PENDING ITEMS

- *Landscape Modification adjacent to the Zen Hotel* - A revised agreement has been approved and signed by both parties.
- *Association storage files update* – Brooke Bailey will continue to review the boxes of archive files.

## ADJOURNMENT & ANNOUNCEMENTS

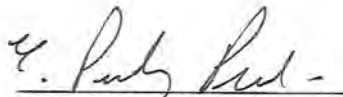
The next regular Board of Directors meeting was scheduled for September 19, 2012, at 7pm in the Association's Clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:47pm.

Minutes prepared by:



Deborah McGraw, CCAM  
PML Management Corporation

Attested



E. Perky Perkins  
Secretary