

# BARRON SQUARE HOMEOWNERS ASSOCIATION

## Minutes of the Board of Directors Meeting

February 20, 2013

### ORDER

The Barron Square Board of Directors Meeting was called to order by President Maurice Green at 7:10pm at the Association's Clubhouse. Board members also in attendance were Brooke Bailey, Chris Grillone, John Morrissey, and E. Perky Perkins. Deborah McGraw represented PML Management.

### AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

### HOMEOWNER FORUM

The owner of 516 Thain notified the Board that an interior closet, by the front door, appears to be non-insulated and is very cold. No action was requested at this time.

### APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Perky Perkins and seconded by Maurice Green, the Minutes of the January 16, 2013, Board of Directors Meeting, were approved as submitted.

### REVIEW ACTION LIST

The Board reviewed the action list.

### REPORTS

Treasurer – A summary of the December 2012 financial statement was reviewed as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	39,311	475,993	481,065	(5,072)
Total Maint. & Repairs	8,542	99,446	90,420	9,026
Total Utilities	1,407	32,908	31,500	1,408
Total Admin. Expenses	10,299	101,034	100,430	604
Total Reserve Expenses	5,156	65,601	188,825	(123,224)
Total Assets		1,354,448		
Total Liabilities		12,272		
Total Fund Balances		1,342,176	1,263,351	est yr end

Architectural – No report.

Landscaping – The Board reviewed a proposal from Loral Landscaping to reduce the days of service on site from two visits to a single visit. After some discussion, it was agreed not to change the current schedule. The Board then reviewed a request from Loral for an increase in their monthly fee from \$4,774 to \$4,917, a 3% annual increase. Perky Perkins made a motion to approve the increase in Loral's fee. Chris Grillone seconded the motion, which was unanimously approved by the Board.

Grounds –

Termite inspection – Deborah McGraw stated that an onsite inspection of all buildings and garages was performed by a representative of Terminix in December 2012. Based on the inspection, various areas of building siding and railings need to be repaired due to fungus and/or dry rot infections, which are not covered by the Terminix warranty. PML will obtain proposals from contractors for the various repairs. The report also detailed areas where there is evidence of current drywood termite activity. Terminix will treat those areas at no additional cost, since the property is currently under warranty. Additionally, it was noted that there are multiple fences which exhibit fungus and active termite infestations. Since the fences are not under warranty with Terminix, PML will obtain bids for the fence repairs.

Siding repairs – Based on the structural walkthrough performed in 2012, a proposal was reviewed from Saarman Construction to make the various repairs on a time and materials basis, at a cost not to exceed \$5,000. A competitive bid has been requested from ML Nielsen, which will be reviewed at the next meeting.

Water Intrusion – The Board reviewed a proposal from M.L. Nielsen to address various water intrusion issues at a cost not to exceed \$4,800, as follows:

564 Thain – Owner reported that during a rain storm, water came in underneath the door frame of the bedroom passage door. M.L. Nielsen recommends performing a water test and/or removal of the associated shingle siding to determine exact location of the water intrusion.

4122 Thain – Owner reported that during a rain storm, water ponds at the base of the wall near the entry door, which is in a covered alcove. M.L. Nielsen recommends performing a water test and/or removal of approximately 100 sf of shingle siding and associated trim to determine source of water intrusion.

4124 Thain – Owner reported unusual water dripping at entry door to unit. M.L. Nielsen recommends performing a water test and/or removal of approximately 16 ft of soffit ply and associated trim to determine the source of water intrusion.

4139 Thain – Owner reported issue similar to 4122 Thain.

522 Thain – Interior bathtub overflow to adjacent exterior walkway. Owner concerned that there isn't proper sealing at the foundation. M.L. Nielsen met with the owner and recommends removal of approximately 25 feet of shingle siding to investigate framing, foundation, and waterproofing. Board asked Deborah McGraw to find out from M.L. Nielsen if it is reasonable to expect that the building should be watertight during an overflow from the interior to the exterior. The owner of 522 Thain also expressed concern that there is water getting into the upstairs (524 Thain) window from rain. M.L. Nielsen reported that upon investigation, it was noted that there was heavy condensation at the interior of the windows which is most likely due to the fact that the existing windows are single pane. There did not appear to be any construction defects at the time of investigation.

After much discussion, a motion was made by Maurice Green to approve of the proposal from M.L. Nielsen, excluding the work at 522 Thain, until the Board's question could be answered. Brooke Bailey seconded the motion, which was approved with a vote of 4 in favor and 1 opposed.

Garage/garbage room repairs at 551 Thain: Deborah McGraw presented a proposal from M.L. Nielsen to perform dry rot repairs to the garbage enclosure next to 551 Thain at a cost of \$3,825. Deborah McGraw noted that the Board had previously approved for Draeger Construction to perform the work at \$3,532.41, but since approval the company has gone out of business. After some discussion, Maurice Green made a motion to approve the proposal. John Morrissey seconded the motion, which was approved by a vote of 4 in favor and 1 abstention.

**Lights** – Maurice Green reported that the committee has met with Ford Lighting in order to discuss styles of replacement light fixtures for the landscape "pagoda" lights and the entry "jelly jar" lights.

**Garage Doors** – Maurice Green reported that he met with R&S Erection on site to discuss garage door issues which include hardware, handle installation, weather strips, and wood repairs. A proposal was reviewed which detailed the cost for the various repairs. After some discussion a motion was made by Maurice Green to designate R&S Erection as the authorized repair facility, with the condition that roll up doors will not be allowed to be installed, all repairs to automatic door openers would be the owner's responsibility to maintain and/or replace, and a full rebuild of the door (if necessary) would need to be reviewed by the Board before it is completed. Chris Grillone seconded the motion, which was unanimously approved.

**Pool & Recreation** – No report.

**Adjacent Properties** – No report.

At 9:00pm the Board adjourned to Executive Session to discuss a property line boundary issue and a homeowner issue. The regular meeting reconvened at 9:52pm.

## **UNFINISHED BUSINESS**

**11.1 Painting of Panduit-** Maurice Green reported that he and Deborah McGraw met with two painting companies to discuss painting the Panduit installed by Comcast. Based on their walkthrough, the following bids were received:

- Varsity Painting: T&M at \$50/hour, cost not to exceed \$7,500
- EKIM Painting: T&M at \$50/hour, cost not to exceed \$6,000

After some discussion a motion was made by Chris Grillone to approve the contract with EKIM Painting. Perky Perkins seconded the motion, which was unanimously approved by the Board.

**1.1 590 Thain, flat roof replacement-** The caretaker of the unit contacted management to report that the leak repair to the flat roof is currently sufficient. The Board agreed to postpone the roof replacement and include it in the overall flat roof replacement for discussion with a roofing inspector, provided that a roofing contractor investigate to determine if there is any indication of trapped water underneath the roof at this time.

**NEW BUSINESS**

**2.1 Roofing Consultant** – Deborah McGraw reported that bids have been requested from Richard Avelar & Associates and Wiecks & Associates to inspect the existing flat roofs, provide a report of their current condition, specifications for replacement (as necessary) and project management for the re-roofing project.

**PENDING ITEMS**


- **Association storage files update** – No report.
- **Flat/Sloped Roof Maintenance** – Perky Perkins reported that Frank Fiala Roofing is in the process of obtaining additional roof tiles to use during the sloped roof maintenance.
- **Insurance Coverage** – Deborah McGraw reported that letters have been requested from St. Farm and Walton Insurance which will be sent to all owners identifying the existing insurance coverage and the suggested owner coverage.
- **GFCI Breakers** – Maurice Green provided wording explaining that a single GFCI outlet located at water sources, (e.g., in the bathroom) may control outlets in other rooms, outdoor areas, and/or garages. A full description will be included in the February 2013 Newsletter and on the Barron Square website.

**ADJOURNMENT & ANNOUNCEMENTS**

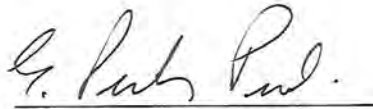
The next regular Board of Directors meeting is scheduled for March 20, 2013, at 7pm in the Association’s Clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 10:10pm.

Minutes prepared by:

Attested



Deborah McGraw, CCAM  
PML Management Corporation



E. Perky Perkins  
Secretary