

BARRON SQUARE HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 May 15, 2013

ORDER

The Barron Square Board of Directors Meeting was called to order by President Maurice Green at 7:00pm at the Association's Clubhouse. Board members also in attendance were Brooke Bailey, Chris Grillone, and E. Perky Perkins. Board member John Morrissey was absent. Deborah McGraw represented PML Management and another homeowner attended.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

None.

EXECUTIVE SESSION DISCLOSURE

The Board met on March 20, 2013, in Executive Session to discuss a situation with an owner, an issue with an adjacent property line which is being reviewed by the Association's attorney, and adjacent property development issue.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by Maurice Green, the Minutes of the March 20, 2013, Board of Directors Meeting, were approved, as submitted.

REVIEW ACTION LIST

The Board reviewed the action list.

REPORTS

Treasurer – A summary of the March 2013 financial statement was reviewed as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	42,256	126,610	127,172	(561)
Total Maint. & Repairs	7,337	24,993	23,598	1,395
Total Utilities	1,739	5,056	8,832	(3,776)
Total Admin. Expenses	12,575	28,792	25,587	3,205
Total Reserve Expenses	35,954	46,078	48,336	(2,258)
Total Assets		1,402,250		
Total Liabilities		41,485		
Total Fund Balances		1,360,764	1,411,584	est yr end

Architectural – The Board discussed a request from the owners of 4137 Thain to move the washer/dryer into the master bath. After some discussion a motion was made by Chris Grillone to approve the request provided that a city permit is obtained for the plumbing and electrical work and that the owners hire licensed contractors. Maurice Green seconded the motion, which was unanimously approved.

Landscaping – Deborah McGraw reported on the following:

- *Pear Trees* – 3 Trees in the back of building 4 have fireblight, as well as the Pear trees at the clubhouse entrance. Loral sprayed tree 77 which they believe can be saved, as well as the trees at the clubhouse. Trees 72 and 70 appear to be too far gone to save. Loral provided an estimate #2013-0612 to remove the two Pear trees behind building 4, as well as a cost to remove the broken Pine branch and declining Cherry

tree at the back of building 8 for a total cost of \$609. After some discussion, a motion was made by Perky Perkins to approve the proposal. Brooke Bailey seconded the motion, which was unanimously approved.

- Australian Willow – The Australian willow tree next to 4133 Thain is leaning over the sidewalk and needs to be removed since it poses a liability to the association. A replacement tree is not recommended at this time. Loral Landscaping provided estimate #2013-0376 to remove the tree at a cost of \$300. The Board agreed to have it removed and discuss a replacement afterward.
- Carob Tree at 4122 Thain – The owner reported that the tree is touching the home on windy days. It was agreed to have the tree pruned in the fall.
- Podocarpus tree at the pool – The Board reviewed a request to prune the trees behind building 11 to a height not to exceed the building roof height in order to provide more light to the pool area later in the day. After some discussion, the Board decided not to take any action on this issue at this time.
- Cypress trees next to 539 Thain – The trees were inspected since some of the limbs turned brown at the base. Upon inspection by Steven Kikuchi, the landscape architect who specified installation of these trees, it was determined that they may be overwatered. Loral Landscaping has since adjusted the water schedule and trimmed the dead limbs from the trees.
- Oak Trees – John McClenahan of McClenahan Consulting, LLC inspected all the Oak trees on site and prepared a report for the Board's review. Based on this report, a proposal was provided to perform pruning and root collar inspections/treatments at a total cost of \$11,325. John McClenahan suggested having the pruning performed in the fall of 2013 or 2014. After some discussion a motion was made by Chris Grillone to approve of the root collar inspections/treatments, as well as one post support, at a cost of \$3,000. Brooke Bailey seconded the motion, which was unanimously approved. During the investigation, it was Mr. McClenahan's opinion that a risk assessment be performed on the large Oak in front of 522 Thain, due to its age. The Board reviewed proposals from Arborwell and Roy Leggit to perform a risk assessment on the tree. The Board asked for clarification on the Leggit proposal in order to be discussed at the next meeting.

Grounds – The Board reviewed a summary of maintenance work orders and noted that Bright Outlook has been requested to post notices for window cleaning.

Pool & Recreation – Deborah McGraw stated that new signage needs to be installed in the pool area due to new State laws implemented in September 2012. After some discussion, it was agreed to table this for further discussion at the next meeting. The Board reviewed correspondence from an owner who suggested to Board that the association charge a rental fee for the Clubhouse, which is currently free. After some discussion, the Board decided not to change the policy at this time. After some discussion regarding the pool heat, it was agreed to turn on the gas to keep the temperature at a consistent 82 deg F. The Board also discussed the number of guests allowed to accompany the owners in the pool area. It was agreed to increase the number from 4 to 6 guests. PML will send a 30 day notification to all owners for the rule change.

Adjacent Properties – Maurice Green stated that he received a call from the designer, the Hayes Group, asking for the Association to approve a construction design for their proposed development. Maurice stated that the association will not take a formal position on that subject at this time.

Lighting Committee – No report.

UNFINISHED BUSINESS

2.1 Roofing Consultant – Deborah McGraw presented proposals from Cox Seifert Total Construction Management, LLC, Richard Avelar & Associates, and Wiecks & Associates for the flat roof construction management project. During discussion the Board requested Deborah to contact the bidders with various questions which will be reviewed at the next meeting.

NEW BUSINESS

5.1 Fence Repairs – Based on the inspection by Terminix, Deborah McGraw stated that bid requests have been sent to AC Enterprise, Saarman Construction, and ML Nielsen for review at the next meeting.

5.2 Termite Repairs – Based on the inspection by Terminix, Deborah McGraw stated that bid requests have been sent to AC Enterprise, Saarman Construction, and ML Nielsen for review at the next meeting.

5.3 Concrete Repairs – The Board reviewed a proposal provided by Precision Concrete Cutting to cut various areas of association concrete that pose tripping hazards, at a cost of \$1,305.94. After some discussion, Chris Grillone made a motion to approve the work, provided that Deborah McGraw contacts the city of Palo Alto to determine who is to maintain the sidewalks adjacent to the city streets. Maurice Green seconded, and the motion was unanimously approved. Deborah also stated that there are 4 areas that cannot be cut since they have raised up too high. Therefore, bids have been requested from CalVac Paving, ML Nielsen, and Whelen Construction for proposals to replace the 4 areas of concrete.

5.4 Electronic Delivery of Documents to Owners – Deborah McGraw offered to provide owners with electronic delivery documents. After some discussion, the Board approved sending notifications to all owners offering the electronic delivery.

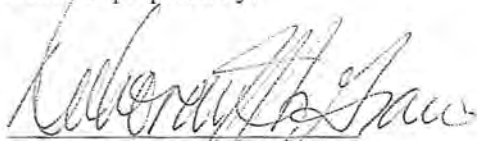
PENDING ITEMS

- **Unit Insurance Certification** – Deborah McGraw stated that 8 owners have not turned in the required insurance forms. The Board then discussed the offer from Walton Insurance to increase the association's earthquake coverage limits to the same building limit as has been set by State Farm, which is \$18,647,943 at a cost to Association of \$9,201.48. Maurice Green made a motion to purchase the additional coverage. Chris Grillone seconded the motion, which was unanimously approved. The Board also discussed establishing an Insurance Review Committee to review the current CC&R language. Perky Perkins made a motion to establish the Committee with Maurice Green, Chris Grillone and Milo Gwosden as members. Brooke Bailey seconded the motion, which was unanimously approved.

ADJOURNMENT & ANNOUNCEMENTS

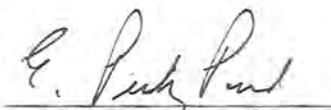
The next regular Board meeting was set for May 19, 2013. There being no other business to come before the Board, the Meeting was adjourned into Executive Session to discuss a legal issue at 10:29pm.

Minutes prepared by:



Deborah McGraw, CCAM
PML Management Corporation

Attested



E. Perky Perkins
Secretary