

BARRON SQUARE HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 June 27, 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 and Chris Grillone. Board members John Morrissey and E. Perky Perkins were absent. Deborah McGraw represented PML Management.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

Chris Grillone, owner of 516 Thain, stated that he is interested in installing dormer windows and agreed to submit a letter requesting a conceptual approval for the installation.

EXECUTIVE SESSION DISCLOSURE

The Board met on May 15, 2013, in Executive Session to discuss a property line issue between the Interdale HOA and Barron Square HOA.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by Brooke Bailey, the Minutes of the May 15, 2013, Board of Directors Meeting, were approved, as submitted.

REVIEW ACTION LIST

The Board reviewed the action list.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	42,127	210,922	211,953	(1,030)
Total Maint. & Repairs	6,756	38,513	39,330	(817)
Total Utilities	3,433	10,721	14,720	(3,999)
Total Admin. Expenses	8,217	46,102	42,645	3,457
Total Reserve Expenses	1,560	73,378	80,560	(7,182)
Total Assets		1,393,008		
Total Liabilities		11,729		
Total Fund Balances		1,381,280	1,411,584	est yr end

Architectural –The Board reviewed a request from 512 Thain to install retrofit windows. On a motion duly made by Chris Grillone and seconded by Maury Greene, the motion was approved with the requirement that a copy of the final inspection report and permit be submitted to management. Brooke Bailey abstained from the vote.

Landscaping – Chris Grillone mentioned that there is a sap like substance emanating from the Oak tree in front of 502 Thain and requested that McClenahan look into it. The Board then reviewed the following items:

- Completed notes from the May 2013 walkthrough, and general notes from the June 14th walkthrough.
- The owner of 539 Thain requested having the Italian cypress trees inspected to make sure the tops of the trees are growing properly. Steve Kikuchi, the original landscape designer for this area, will be asked to inspect the trees in late July at no cost to the HOA.

- The Board discussed a concern from the owner at 550 Thain regarding the large Eucalyptus tree being a fire hazard. After some discussion, the Board agreed to have Roy Leggit provide a cost to provide a risk assessment of the tree when on site to inspect the Oak tree at 522 Thain.
- McClenahan Tree Service has inspected and treated the various Oak trees per their approved proposal. Pruning will be completed in the fall of 2013 or 2014.
- A new Euonymus japonica was installed at 4166 Thain, at a cost of \$192.65, where a dead tree and stump were removed.
- 526/528 Thain - Loral recommends replacing the Cherry tree, which was removed last week, with a 15 gallon Chinese Pistache at a cost of \$155. The Board approved.
- Camellias were installed in front of the garage to 550 Thain at a cost of \$125. The side yard is also scheduled to be renovated due to the back lawn declining and recommendation by McClenahan to remove the ivy under the Oak tree. The total cost is \$977.75.
- Pear Trees behind building 4– After the 2 Pear trees have been removed, Loral will provide their recommendation for replacements.
- Australian Willow at 4130 Thain – After the tree has been removed, the landscape committee will inspect this area in order to determine if a replacement needs to be installed.
- Oak Tree Risk Assessment Inspection – Loral Landscaping has confirmed that a sufficient amount of soil has been air spaded from the base of the Oak tree at 522 Thain in order for Roy Leggit complete his inspection. After some discussion, a motion was made by Chris Grillone to approve of the proposal from Roy Leggit proposal at a cost of \$2,160 to perform the risk assessment on the oak tree at 522 Thain. Maury Green seconded the motion, which was unanimously approved.

Grounds – A summary of work orders, provided by management, was reviewed.

Pool & Recreation – An Emergency Sign (created by Perky) has been ordered. Board to discuss non-skid flooring in the spa/bathrooms.

Adjacent Properties – No report.

Lighting Committee – No report.

Insurance Review Committee – No report.

UNFINISHED BUSINESS

2.1 Roofing Consultant, flat roof replacement – The Board reviewed the proposals provided and agreed to ask Cox Seifert Roofing Consultant to attend the July Board meeting to discuss their proposal.

5.1 Fence Repairs – The Board reviewed bids from M.L. Nielsen, Saarman Construction and AC Enterprise. After some discussion a motion was made by Maury Green to approve of the proposal from M.L. Nielsen at a cost of \$12,535. Brooke Bailey seconded the motion, which was unanimously approved.

5.2 Termite Repairs – The Board reviewed bids from M.L. Nielsen and Saarman Construction. After some discussion, a motion was made by Maury Green to approve of the proposal from M.L. Nielsen at a cost of \$19,407.50.

5.3 Concrete Repairs – Deborah McGraw confirmed that the city of Palo Alto is responsible to repair/replace the sidewalk directly adjacent to Thain way. Therefore, the lifted area in front of 4122 Thain will be patched for now and replaced by the city at a later date. The Board then reviewed bids from M.L. Nielsen and CalVac Paving. After some discussion, a motion was made by Chris Grillone to approve of the bid from M.L. Nielsen provided that item 21 (the sidewalk at the entrance to the clubhouse driveway) is removed. Maury Green seconded the motion, which was unanimously approved.

NEW BUSINESS

6.1 Water intrusion repairs – The Board reviewed a proposal from M.L. Nielsen to make repairs based on water tests which they performed at 524 Thain, 564 Thain, 4122/4124 Thain, and 4139/4141 Thain. After some discussion, Deborah McGraw was requested to obtain other bids for comparison.

PENDING ITEMS

- *Unit Insurance Certification* – Deborah McGraw stated that she is working with the 4 remaining unit owners to obtain evidence of their homeowner insurance.

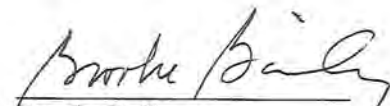
ADJOURNMENT & ANNOUNCEMENTS

The next regular Board meeting was set for July 17, 2013. There being no other business to come before the Board, the Meeting was adjourned into Executive Session to discuss a legal issue at 8:50pm.

Minutes prepared by:


Deborah McGraw, CCAM
PML Management Corporation

Attested


Brooke Bailey
Vice President