

**BARRON SQUARE HOMEOWNERS ASSOCIATION**

Minutes of the Board of Directors Meeting

September 18, 2013

**ORDER**

The Barron Square Board of Directors Meeting was called to order by President Maurice Green at 7:04pm 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 and Brian Seifert from Cox Seifert Total Construction Management also attended.

**AGENDA/CALENDAR REVIEW**

The Board reviewed the Agenda and Calendar.

**HOMEOWNER FORUM**

None.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made by Maurice Green and seconded by Chris Grillone, the Minutes of the August 21, 2013, Board of Directors Meeting were approved, with John Morrissey abstaining, as submitted.

**REVIEW ACTION LIST**

The Board reviewed the action list.

**REPORTS**

*Treasurer* --A summary of the August 2013 financial statement was reviewed as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	41,993	337,090	339,124	(2,034)
Total Maint. & Repairs	8,521	62,085	62,928	(843)
Total Utilities	4,263	22,956	23,552	(596)
Total Admin. Expenses	8,088	71,550	68,232	3,318
Total Reserve Expenses	6,229	85,317	128,896	(43,579)
Total Assets		1,442,928		
Total Liabilities		8,674		
Total Fund Balances		1,434,254	1,411,584	est yr end

*Architectural* – The Board reviewed the following architectural requests:

Date Received	Address	Description of Work	Status
9/10/13	508 Thain	to perform a kitchen remodel	Pending approval
9/6/13	4122 Thain	To replace window and sliding doors with Simonton Daylight Max 7300 windows with espresso exterior frames and trim will be painted to match the existing dark brown trim, as necessary.	Pending approval

On a motion duly made by Perky Perkins and seconded by Chris Grillone, the Board unanimously approved the architectural request from unit 508 Thain.

On a motion duly made by Chris Grillone and seconded by Brooke Bailey, the Board unanimously approved the architectural request from unit 4122 Thain.

It was noted that a violation letter has been sent to the owner of 4141 Thain regarding the installation of an un-approved solar panel.

*Landscaping* –

- The completed notes from the August landscape walkthrough have been provided by Loral for review. Estimate 2013-1349 @ \$180 and estimate 2013-1242 @ \$578.25 have been approved. The Board reviewed a request from



the owner of 4150 Thain for Loral to widen the existing path from the back patio to the street at a cost of \$213.85. The Board approved the request, provided that the cost of the installation is paid for by the owner.

- Italian Cypress trees – Steve Kikuchi has inspected and approved the recent pruning from Loral.
- Eucalyptus tree next to 550 Thain – Roy is in the process of preparing a letter regarding the tree as a potential fire hazard.
- Oak tree at 522 Thain – Loral is in the process of providing a bid for its removal. PML will contact the City for a removal permit.
- The Carob tree on the north side of 4122 Thain has been removed, with no replacement tree scheduled.
- Well – Per a phone call with Abel of Advanced Water, when he came out to service the system in August he found it turned off. He reset the equipment and completed his quarterly service. Able isn't sure why the system would have turned off, since he only works on the treatment system and not the well components themselves. Deborah McGraw has spoken with Richard of Garcia Well and Pump, who will send a tech out to run a diagnostic on the system to determine why it keeps shutting off. Perky Perkins is checking with the City of Palo Alto on other Well repair companies for future reference.

#### *Grounds –*

- Work orders - A summary of work orders has been provided for the Board's review.
- 531 Thain - There is an issue with the interior floor replacement which is to be discussed in Executive Session.
- 542 Thain – Roto Rooter was contacted regarding an issue with the toilet at 542 Thain which leaked into unit 546 Thain. The Board asked Deborah McGraw to contact the owner to make sure the interior water damage to both units has been addressed.
- Gutter Cleaning – On a motion duly made by Perky Perkins and seconded by Chris Grillone, the proposal from Professional Gutter to perform two gutter cleanings at a cost of \$5,100 was unanimously approved.

#### *Pool & Recreation –*

- Leak from men's shower - On 8/24/13, ServiceMaster was called out to the clubhouse to clean up after a leak occurred from the men's bathroom. Due to the age of the complex, ServiceMaster was required to have an asbestos test completed. The inspection results found no detection of asbestos. It appears that the cause of the damage was due to a shower overflow. A proposal to make the necessary repairs will be obtained.
- Spa flooring – Pending receipt of a proposal from M.L. Nielsen for a non slip floor surface application.
- Spa Skimmer - Cool Pool has completed a temporary patch to the skimmer cracks. It was suggested by Cool Pool that the entire spa shell be replaced since it is in poor shape. It was agreed to have the Pool Committee investigate options for replacement of the spa.
- Pool drain grates - ML Nielsen has been requested to replace pool drain grates in the pool deck since they are failing. The cost is included in their change order #1.
- Pool Committee – On a motion duly made by Maurice Green and seconded by John Morrissey, the Board approved for Chris Grillone to act as Board liaison to the Committee. Chris Grillone abstained from the vote.

*Adjacent Properties* – No report.

*Lighting Committee* – No report.

*Insurance Review Committee* – No report.

#### **UNFINISHED BUSINESS**

**6.1 Water intrusion repairs** – Deborah McGraw stated that bids have been requested from IQV Construction and AC Enterprises.

**8.1 Installation of Internet service and Wi-Fi to the Community Room** – Pending receipt of a renewal access agreement from Comcast.

**8.4 2014 Draft Budget** – Pending completion.

#### **NEW BUSINESS**

**9.1 Establishment of an Architectural Control Committee** – On a motion duly made by Perky Perkins and seconded by Chris Grillone, the Board unanimously approved establishing an Architectural Control Committee to review/approve routine architectural requests. The committee members are Brooke Bailey, Chris Grillone, and Maurice Green.

## PENDING ITEMS

- **Fence/Termite/Concrete Repairs** – The Board reviewed change order #1 provided by ML Nielsen at a cost of \$6,667 for various additional dry rot repairs, fence work, encroachment permit for a construction container to be placed on Thain Way, and pool deck repairs. On a motion duly made by Chris Grillone and seconded by Maurice Green, the Board unanimously approved the change order.
- **Flat-Roof replacement** – Brian Seifert attended the meeting to discuss the specifications for the flat roof repairs. A pre bid meeting has been set for Tuesday, 9/24 at 11am. The bidders are: Frank Fiala Roofing, Legacy Roofing, IQV Construction, and Platinum Roofing.
- **Association Collection Policy** – On a motion duly made by Chris Grillone and seconded by Maurice Green, the Board unanimously approved to adopt the following resolution:

**WHEREAS**, the Board of Directors desires to adopt the Assessment Collection Policy for Delinquent Assessments (“Collection Policy”) to comply with current legislation; and

**WHEREAS**, Civil Code Section 4235 provides that any proposed amendment which is necessary to comply with current law is not subject to the rule change procedure set forth in Civil Code Section 4360.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby replaces the Association’s Collection Policy to comply with current laws.

A copy of the updated collection policy will be provided to owners with the 2014 annual budget report.

## ADJOURNMENT & ANNOUNCEMENTS

The next regular Board meeting was set for October 16, 2013. There being no other business to come before the Board, the Meeting was adjourned into Executive Session to discuss a legal issue at 9:35pm.

Minutes prepared by:



Deborah McGraw, CCAM  
PML Management Corporation

Attested



E. Perky Perkins  
Barron Square HOA, Secretary