

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

November 20, 2013

ORDER

The Barron Square Board of Directors Meeting was called to order by President Maurice Green at 7:20pm at the Association's Clubhouse. Board members also in attendance were Brooke Bailey, John Morrissey, and E. Perky Perkins. Board member Chris Grillone was absent. Deborah McGraw represented PML Management and Brian Seifert represented Cox Seifert Total Construction Management.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

None.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Brooke Bailey and seconded by John Morrissey, the Minutes of the October 16, 2013, Board of Directors Meeting were approved, as corrected.

EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on October 16, 2013, to discuss the following:

- Legal Issue – discussion only, no action taken
- Homeowner Issue – discussion only, no action taken
- Contract Renewal – the PML Management annual contract was reviewed and approved for renewal

The Board also met in Executive Session on October 29, 2013, to discuss the 2014 Reserve analysis study and draft budget. The action taken was to approve the 2014 budget with an average 10% increase in the monthly homeowner dues.

REVIEW ACTION LIST

The Board reviewed the action list.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	41,955	421,053	423,905	(2,852)
Total Maint. & Repairs	9,434	84,606	78,660	5,946
Total Utilities	3,078	30,748	29,440	1,308
Total Admin. Expenses	9,528	91,145	85,290	5,855
Total Reserve Expenses	29,223	135,932	161,120	(25,188)
Total Assets		1,428,333		
Total Liabilities		10,638		
Total Fund Balances		1,417,695	1,411,584	est yr end

At this time, the Board adjourned into Executive Session to discuss the upcoming roofing project at 7:30pm. The regular Board meeting reconvened at 8:50pm.

Architectural – The Board discussed the following:

- *4141 Thain* – It was noted that the owner has removed the unapproved solar panel on an exterior common area wall, as requested.
- *4102 Thain* – No further information was provided regarding a request for the owner to remove the stored items located in the common area behind their patio fence.
- *4170 Thain* – No further information was provided regarding a request for the owner to replace the garage pedestrian door lock, with one that is an aged bronze color instead of the current nickel plated color.

Landscaping –

- *Clubhouse Sewer line* – Deborah McGraw reported that EJ plumbing responded to a recent sewer line backup at the cleanout located in front of the clubhouse. While on site, EJ Plumbing found a possible break in the sewer line. A proposal has been requested for the necessary repairs.
- *Oak tree at 522 Thain* – Pending submittal of the tree removal permit to the city of Palo Alto planning department.

Grounds –

- *Work orders* - A summary of work orders was provided for the Board's review.

Pool & Recreation –

- *Spa non-slip flooring* – Pending receipt of a proposal from M.L. Nielsen.
- *Spa replacement* – No report. Pending committee recommendations for the replacement of the spa.
- *Pool Signage* - Perky Perkins reported that all the required pool signs are in place.

Adjacent Properties – No report.

Lighting Committee – No report.

Insurance Review Committee – No report.

UNFINISHED BUSINESS

8.1 Installation of Internet service and WiFi to the Community Room - In order to help pay for the cost of internet service to the clubhouse for security/emergency services, the Board agreed to consider approving a Compensation Agreement with Comcast. Maurice Green offered to review the agreement for further discussion at the next meeting.

NEW BUSINESS

11.1 Insurance Renewal, 1/1/14 – Deborah McGraw provided information regarding the association's package property insurance renewal with State Farm and the earthquake insurance with Walton & Associates as follows:

- Earthquake insurance with Walton & Associates at an annual premium of \$42,579 with a 15% deductible
- Property Insurance with State Farm at an annual premium of \$30,918

After some discussion, Brooke Bailey made a motion to approve the insurance renewal with State Farm and Walton Insurance with the previously stated annual renewal premiums, effective January 1, 2014. Maurice Green seconded the motion, which was unanimously approved.

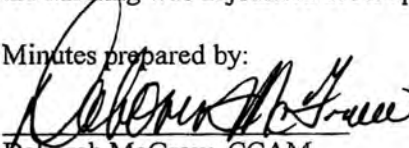
PENDING ITEMS

- *Flat-Roof replacement* – In the earlier Executive Session, the Board approved the contract with Frank Fiala Roofing to replace all flat roofs, 1/3 of the sloped roofs and all gutters/downspouts. Project consultant, Brian Seifert will prepare a contract for the Board to review at its next meeting.
- *Water intrusion repairs (IQV Construction)* – Pending completion by IQV Construction.

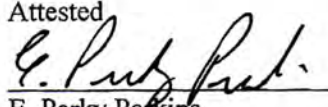
ADJOURNMENT & ANNOUNCEMENTS

The next regular Board meeting was set for January 15, 2014. There being no other business to come before the Board, the Meeting was adjourned at 9:30pm.

Minutes prepared by:


Deborah McGraw, CCAM
PML Management Corporation

Attested


E. Perky Perkins
Barron Square HOA, Secretary