

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

January 15, 2014

ORDER

The Barron Square Board of Directors Meeting was called to order by President Maurice Green at 7:07pm 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 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 John Morrissey and seconded by Maurice Green, the Minutes of the November 20 2013, Board of Directors Meeting were approved, as submitted with Chris Grillone abstaining from the vote.

EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on November 20, 2013 to approve of the flat roof contract with Frank Fiala Roofing and approve of the 2014 Budget.

REVIEW ACTION LIST

The Board reviewed the action list.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	42,086	463,140	466,296	(3,156)
Total Maint. & Repairs	9,188	93,794	86,526	7,268
Total Utilities	3,507	34,255	32,384	1,871
Total Admin. Expenses	9,077	100,222	93,819	6,403
Total Reserve Expenses	665	136,597	177,232	(40,635)
Total Assets		1,449,398		
Total Liabilities		12,054		
Total Fund Balances		1,437,344	1,411,584	est yr end

Architectural – Deborah McGraw stated that an architectural approval letter was sent to 4126 Thain to remove/replace their windows and sliding door.

Landscaping –

- The Board approved an increase in the monthly maintenance fee for Loral Landscaping to \$5,040 per month.
- Oak tree at 522 Thain – Pending receipt of a permit for the tree removal from the City of Palo Alto Urban Forestry Division.
- Eucalyptus tree next to 550 Thain – Deborah McGraw reported that the owner of 522 Thain has expressed health concerns for the large Eucalyptus tree. It was noted that the current report from Roy Leggit did not refer to the tree's overall health and stated that the tree was not a high fire danger concern provided that the area beneath the tree is kept cleared. The adjacent owner at 4171 Verdosa has responded to an inquiry from the association stating that they have weekly yard maintenance to keep the area clear beneath the tree and enjoy it very much. Deborah explained that the 2004 Leggit tree report stated that there were no apparent health issues and the 2011 Loral tree report also did not find any apparent health issues, but suggested reducing some end weight. The Board requested for this information to be relayed to the concerned owner.

- Well- The Board reviewed a proposal from Garcia Well and Pump to install a new Lakos auto purge valve which has failed at a cost of \$2,032.90. The Board agreed to table approval of the new valve until management can provide a report of the total well costs since it was put into production in 2009.
- Annual Tree pruning – Deborah McGraw reported that Loral Landscaping has completed the tree fertilization and that the pruning is currently in process.

Grounds –

- Work orders – The Board reviewed a summary of work orders provided by management.
- 531 Thain – After some discussion the Board approved for the owner to hire his own contractor to complete the kitchen flooring repairs, damaged by a common area water line leak, provided that the cost does not exceed the proposal previously provided by B&B Floors.
- Clubhouse sewer line- EJ Plumbing performed an inspection of the clubhouse sewer line after a previous sewer line back up. During this inspection it was noted that there was a break in the line which needed repair. The Board then reviewed a proposal from EJ Plumbing to repair the broken sewer line and install a two way cleanout at a cost of \$2,600, excluding asphalt repairs which will be performed by a separate contractor. On a motion duly made by Perky Perkins and seconded by Brooke Bailey, the Board unanimously approved of the proposal.

Pool & Recreation –

- Spa non-slip flooring – The Pool Committee has recommended tabling this item until replacement of the spa has been discussed.
- Spa replacement – No report from the Pool Committee.
- Pool/Spa Filters – Deborah McGraw stated that during the annual filter cleaning for both the pool and spa filters by Cool Pool, it was noted that the pool filter is in poor condition and recommend replacement at a cost of \$1,684.13. On a motion duly made by Chris Grillone, and seconded by Perky Perkins, the Board unanimously approved to replace the pool filter. Cool Pool also reported that they were not able to repair the spa filter after the cleaning was performed due to a stripped band clamp and failed retainer ring. Replacement was recommended at a cost of \$1,466.63. Since the spa is due to be replaced this year, the Board decided to shut the spa down until the Pool Committee decides on the type of replacement.

Adjacent Properties – No report.

Lighting Committee – No report.

Insurance Review Committee – No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

1.1 Use of clubhouse facilities – There was a discussion about recent abusive activity of the clubhouse where furniture was damaged and excessive garbage was left behind. Unfortunately the offenders were not able to be identified. The Board discussed the possibility of installing electronic key cards and/or security cameras to assist with identification of the residents using the clubhouse. Management was requested to confirm that the janitorial staff removes all garbage from inside the clubhouse each time they are on site and if Northwest Security provides on call response at all hours, or just after the pool has closed.

1.2 Comcast contract renewal – The Board reviewed a non-exclusive service agreement submitted by Comcast for access to their wiring over common area facilities and a compensation agreement where Comcast would pay the association a per unit fee for entering into the service agreement. Upon review, questions were raised about the wording of various sections of the agreements. Maurice Green offered to contact Cindi Lamin of Comcast to discuss the Board's concerns.

1.3 Appoint nominating committee for April 2014 Annual Meeting – Deborah McGraw stated that the officers whose positions are up for reelection at the 2014 annual meeting are Brooke Bailey, Chris Grillone and Perky Perkins. It was agreed that the Board would act as the Nominating Committee to find candidates for election to the Board.

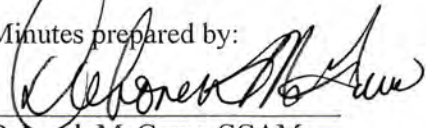
PENDING ITEMS

replace the flat roofs (and related gutters/downspouts) on the residences and clubhouse, performing the garage flat roofs and sloped roof replacement at a later date. Maurice Green seconded the motion, which was unanimously approved.

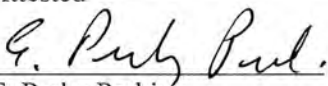
ADJOURNMENT & ANNOUNCEMENTS

The next regular Board meeting was set for February 19, 2014. There being no other business to come before the Board, the Meeting was adjourned into Executive Session to approve previous minutes at 10:25pm.

Minutes prepared by:


Deborah McGraw, CCAM
PML Management Corporation

Attested


E. Perky Perkins
Barron Square HOA, Secretary