

**BARRON SQUARE HOMEOWNERS ASSOCIATION**  
Minutes of the Board of Directors Meeting  
July 16, 2014

**ORDER**

The Barron Square Board of Directors Meeting which was held in the Association clubhouse was called to order by President Maurice Green at 7:07pm. Board members also in attendance were Richard Evans, Chris Grillone, E. Perky Perkins, and John Morrissey. Deborah McGraw represented PML Management, and other homeowners were also in attendance.

**AGENDA/CALENDAR REVIEW**

The Board reviewed the Agenda and Calendar. It was agreed to change the October Board meeting to 10/7/14 and hold the reserve study meeting on 9/18/14.

**HOMEOWNER FORUM**

502 Thain – Thanked the Board for repairing the garage door and cutting a tree limb.

516 Thain - Requested clarification about irrigation hardware and turf replacement rebates, and requested a map showing the proposed locations of turf replacement.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made by Richard Evans and seconded by Maurice Green, the Minutes of the June 18, 2014, Board of Directors Meeting were approved, as submitted.

**REVIEW ACTION LIST**

The Board reviewed the action list and updated various action items as necessary.

**REPORTS**

*Treasurer* –A summary of the June 2014 financial statement was reviewed as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	46,126	276,934	277,410	(476)
Total Maint. & Repairs	6,728	48,979	49,740	(761)
Total Utilities	3,205	13,290	19,134	(5,844)
Total Admin. Expenses	9,256	61,688	57,312	4,376
Total Reserve Expenses	2,924	43,122	373,902	(330,780)
Total Assets		1,574,275		
Total Liabilities		16,093		
Total Fund Balances		1,558,182	1,038,689	est yr end

**Architectural –**

*ACC requests:*

- 4139 Thain – Request for Renewal by Andersen to replace 3 windows. Committee approved on 7/10/14.
- 4106 Thain – Request for Modern Electric to modify kitchen electric wiring to accommodate a new microwave oven, with city permits provided by the owner. Committee approved on 7/10/14.
- 4108 Thain – The owner provided the Board with a copy of the signed city permit for the previously approved kitchen upgrade.

*Compliance issues:*

- 4170 Thain – A letter has been sent to the owner to replace the unapproved nickel plated locks with the approved aged bronze colored locks on the front door and pedestrian garage door.
- 4141 Thain – The owner has confirmed that the unapproved solar panel will be removed.

**Landscaping –**

- Chris Grillone requested management to find out what impact the drought/legislation will have on the well water and related costs.
- Maurice Green requested a report of total consumption of irrigation and clubhouse water usage for 2014.
- Completed landscape notes from the June 13 walkthrough were provided for Board review.

- Loral estimate 2014-0826 (building 7) landscape upgrade. After some discussion a motion was made by Chris Grillone to approve the proposal, with the provision that the installation will be completed in fall 2014. Maurice Green seconded the motion, which was unanimously approved.
- Loral estimate 2014-0827, was approved by management at a cost not to exceed \$200 for landscape modifications on the side of 550 Thain.
- *Eucalyptus tree at 550 Thain* – Loral has scheduled the tree pruning for the week of August 5, 2014.
- Re-landscaping in front of 522 Thain (*Oak tree*) – Postponed until fall 2014.
- *Landscape rebates* – Pending scheduling an appointment with the SCVWD for a pre-site inspection. Loral will include a rebate request for irrigation hardware replacement and lawn removal (in various locations).
- *582 Thain Oak Tree* – A request to close the fence at the Oak tree and install a gate on the left side of the tree has been requested from All Fence.
- *539 Thain Italian Cypress trees* – Based on the 2012 agreement, Steven Kikuchi has inspected the trees and finds that there are no issues with the central leaders to correct. The final inspection will be performed in 2015.

#### **Grounds –**

- *Well Report* –
  - Advanced Water Systems has performed their quarterly service of the well on 7/8/14 and reported as follows:
    - The filters were off when they arrived. It appeared that the breaker had tripped, so the tech reset the breaker in the equipment room. Garcia Well & Pump replaced the control box in Nov 2013, which caused the problem before, and they have been asked to inspect the system again.
    - It was noted that there is a tiny pinhole leak on the tee that feeds the filters, which has been repaired by Loral Landscaping.
    - The tech also backwashed the iron filters, cleaned the sediment filter, replaced the tube on the metering pump, and tested the system. Chlorine tank was filled to 100%.
  - Loral will perform a site check this week. The well filter is being checked and rinsed on a weekly basis, but still has a tendency to create issues with debris particles entering the irrigation main causing leaking valves and plugged nozzles. Loral will meet with Abel during his next quarterly inspection.
  - The semi-annual water production statement shows 2.28 acre feet of water (993.21 CCF) used from the well, for Jan-June 2014 for irrigation purposes.
- *Map/directional sign* – It was noted that the association's map, located in front of building 12, has fallen apart due to dry rot. Maintenance will work on constructing a new holder for the sign.
- *Work orders* - A summary of work orders was provided for the Board's review. No action was taken at this time.

#### **Pool & Recreation –**

- *Bathroom/Spa ventilation* – The Board reviewed a proposal from Bayside Heating & AC to replace the non-functional, existing exhaust fans and ducting for both the spa and bathroom ventilation. Competitive bids were requested for review at the next meeting.
- *Spa non-slip flooring* – No report.
- *Spa replacement* – No report.
- *Pool umbrellas* – The Committee has been asked to provide the board with their recommendation for umbrella replacements.
- *Security Cameras* – Maurice Green made a motion to approve of the concept of installing a video surveillance system for the clubhouse only (not in the spa or the bathrooms) pending approval of a final cost and location of cameras. Richard Evans seconded the motion, which was unanimously approved. Maurice Green and Chris Grillone agreed to meet in order to develop the specifications for the installation of cameras.

**Adjacent Properties** – Maurice Green reported that a Barron Square owner contacted the adjacent property's architect inquiring about the status of the redevelopment project; who advised that the project is on hold until the beginning of the calendar year.

**Lighting Committee** – Maury Green provided bids for the installation of new landscape pagoda lights, received from Modern Electric, Advanced Lighting, and Fuata Electric. It was noted that the materials (lamp, bulbs, and stems) will be supplied by Ford Electric. After some discussion Chris Grillone made a motion to approve of the bid from Fuata Electric, contingent upon three sample lights being installed in the common area for review/approval by the Lighting Committee.

With their approval, the electrician will be approved to proceed with completion of the remainder of the project. John Morrissey seconded the motion, which was unanimously approved.

*Insurance Review Committee* – No report.

#### UNFINISHED BUSINESS

**6.1 Garage door repairs** – Based on a site inspection with Maurice Green, E. Perky Perkins, and PML Management, a total of 27 garage doors were noted as requiring significant repairs. Based on this inspection, the Board reviewed a proposal from M.L. Nielsen Construction to complete the repairs. After some discussion, Maurice Green made a motion to approve the proposal from M.L. Nielsen with the inclusion that M.L. Nielsen will also install weather stripping on the doors that don't have it. Perky Perkins seconded the motion. The motion passed with a vote of 4 in favor and Chris Grillone abstaining from the vote.

#### NEW BUSINESS

**7.1 Auditor Engagement** – On a motion duly made by Chris Grillone, and seconded by Maurice Green, the Board unanimously approved to engage the services of Marco Lara, CPA, to prepare the association's 2014 Annual Review and income tax return.

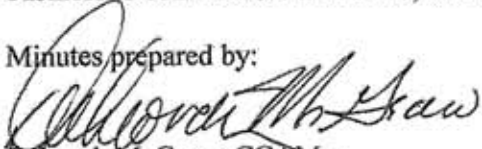
#### PENDING ITEMS

- **Flat-Roof replacement** – It was noted that the association's attorney, Maurice Green, and Frank Fiala Roofing are working on the appropriate warranty language for the contract.
- **Reserve Update (3 year site inspection)** – An Executive Session meeting was set for 9/18/14 with Reserve Analysis Consulting to review the draft reserve study with the Board.
- **Comcast internet installation in clubhouse** – Completed.
- **Comcast service agreement renewal** – The Board reviewed and approved for Maurice Green to send his proposed statement to Comcast regarding contract negotiations.
- **Deck inspection** – Based on the deck inspection performed by M.L. Nielsen Construction, a proposal was provided for the replacement of the failed waterproofing on the decks at 537 (front/east deck) and 4137 (back/west deck). Competitive bids will be provided for review at the next meeting.

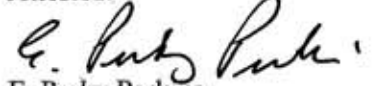
#### ADJOURNMENT & ANNOUNCEMENTS

The next regular Board meeting was scheduled for August 27, 2014, in the association's clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 10:04pm.

Minutes prepared by:

  
Deborah McGraw, CCAM  
PML Management Corporation

Attested:

  
E. Perky Perkins  
Barron Square HOA, Secretary