

BARRON SQUARE HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
November 19, 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 6:58pm. Board members also in attendance were Chris Grillone, E. Perky Perkins, and Richard Evans. Director John Morrissey was absent. Deborah McGraw represented PML 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 Chris Grillone and seconded by Maurice Green, the minutes of the 10/7/14 Board of Directors meeting were approved as submitted. On a motion duly made by E. Perky Perkins and seconded by Maurice Green, the minutes of the Executive Session on 10/1/14 were approved as submitted. On a motion duly made by Chris Grillone and seconded by E. Perky Perkins, the Executive Session on 10/7/14 were approved as submitted.

EXECUTIVE SESSION DISCLOSURE

The Board of Directors met in Executive Session on 10/1/14 to review the reserve study update.
The Board of Directors met in Executive Session on 10/7/14 to review the PML Management renewal contract.
The Board approved of the renewal management contract during the meeting.

REVIEW ACTION LIST

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

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	46,084	415,255	416,115	(860)
Total Maint. & Repairs	9,856	75,973	74,610	1,363
Total Utilities	5,043	27,608	28,701	(1,093)
Total Admin. Expenses	10,133	88,532	85,968	2,564
Total Reserve Expenses	16,360	111,957	560,853	(448,896)
Total Assets		1,575,356		
Total Liabilities		15,844		
Total Fund Balances		1,559,512	1,038,689	est yr end

Committee Reports:

Architectural –

Architectural requests:

- 4141 Thain – to install a new bathroom ventilation fan, approval letter sent 11/17/14
- 4108 Thain – to remodel the master bathroom, approval letter sent 11/10/14
- 4141 Thain – to replace the water heater, approval letter sent 10/29/14

The Board then reviewed a request from 4168 Thain:

- 1) To install SolaTube skylights in kitchen, utility room, and possibly in the front entryway and master bathroom vanity area. Chris Grillone made a motion to approve the architectural request. Perky Perkins seconded the motion, which was approved with Richard Evans abstaining from the vote.
- 2) To install TV antenna and rotor mounted on pole on back balcony with coax entering unit in living room where old CATV outlet box is positioned. Maurice Green made a motion to approve the antenna installation, provided that he works with the antenna installer to make sure it is located in a suitable location. Chris Grillone seconded the motion, which was approved with Richard Evans (owner of 4168 Thain) abstaining from the vote.

Compliance issues: 4170 Thain front/garage door lock hardware – No report.

Landscaping – The Board reviewed the following:

- Loral landscape notes from the 10/10/14 walkthrough.
- Loral fall plantings are scheduled to be completed during the week of 11/17/14.
- Loral estimates:
 - 2014-1524 – to remove turf in accordance with the SCVWD approved rebate application and re-landscape at 4102, 4110 and 4139 Thain. Chris Grillone made a motion to approve the proposal. Maurice Green seconded the motion, which was unanimously approved.
 - 2014-1417 – to update the Tree Inventory (3 year cycle, originally provided in 2011). Perky Perkins made a motion to approve the proposal. Maurice Green seconded the motion, which was unanimously approved.
 - 2014-1478 – tree trimming and fertilization proposal. Chris Grillone made a motion to approve the proposal. Richard Evans seconded the motion, which was unanimously approved.
- 4131 Thain plum tree pruning – The tree has not been pruned as requested, owner notified via email.
- Well Report – No report.

Grounds – The Board reviewed the following:

- Balcony debris cleaning - Deborah McGraw reported that a verbal estimate was received from Bright Outlook to clean the debris from between the elevated balcony concrete and the balcony fascia throughout the site at a cost of \$1,440. After some discussion, a motion was made by Chris Grillone to approve the estimate. Maurice Green seconded the motion, which was unanimously approved.
- 562/564 Thain sewer line – Deborah McGraw reported that Bill Foley has indicated that there is an offset under a Palo Alto Utilities utility box, so Roto Rooter can only use a 4” single blade to clear the line. Bill will make arrangements to meet with a representative from the City to meet on site and discuss access to the sewer line for the offset repair.
- 4110 Thain patio concrete – A letter has been sent to the owner requesting a signature authorizing the work to be done at their expense, since the lifted concrete is damaged due to the owner’s trees inside the patio.
- Work orders - A summary of work orders was provided for the Board’s review.
- Pet Waste Signage – No report.

Pool & Recreation – The Board reviewed the following:

- Bathroom (shower) painting – To be completed by Superior Painting 12/2/14.
- Bathroom/Spa ventilation – To be completed by Boncore Builders the week of 11/17.
- Pool wood deck sealing – The Board reviewed bids for sealing the wood deck in the pool area. After some discussion Chris Grillone made a motion to approve the estimate from Barry Chandler, contingent upon the bid from Capps’ Pressure washing being at least 20% lower than Barry Chandler’s estimate. Richard Evans seconded the motion, which was unanimously approved.

Insurance Review – No report.

Adjacent Property report – No report.

UNFINISHED BUSINESS

9.1 Pool refinishing/Spa replacement –

Pool Renovation:

Deborah McGraw submitted a proposal from Cool Pool and Gonzalez Masonry for renovation of the pool and the surrounding concrete decking. Cool Pool has provided a cost for project management services. After some discussion, Maurice Green agreed to work with Chris Grillone to look into low chlorine systems for the pool. Additional information will be provided at the January Board meeting.

Spa replacement:

The Board requested for Cool Pool to have Gonzalez Masonry provide a proposal to install a plaster spa in two size options for review at the January Board meeting.

NEW BUSINESS

11.1 Insurance renewal, 1/1/15 – The Board reviewed a renewal policy provided by St. Farm Insurance with an annual premium of \$27,943, which is a reduction of \$2,973 from last year. However, an option was provided by St. Farm to increase the amount of fidelity bond coverage \$800K to approximately \$3.2M since Freddie Mac and Fannie Mae require coverage of 100% of an association's current reserves plus three months of assessments. It was noted that the additional cost for the increase coverage would be \$626 for a total annual premium of \$28,569. The Board also reviewed a quote from Walton & Associates for renewal of the association's earthquake insurance with a total coverage (loss limit) at \$18,860,750, and a premium of \$42,557.60. After some discussion, Chris Grillone made a motion to approve the renewal policy with St. Farm including the increased fidelity bond coverage, and the earthquake policy with Walton & Associates. Perky Perkins seconded the motion, which was unanimously approved.

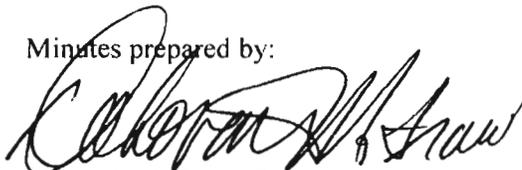
PENDING ITEMS

- **Flat-Roof replacement project** – It was noted that the Board has provided authorization to PML Management to approve of roofing change orders under \$5,000. Change orders #1, 2 and 3 were then reviewed, which were previously approved by management. The Board then reviewed change order #4 for approval of permit fees in the amount of \$8,771.48. Maurice Green made a motion to approve the change order. Chris Grillone seconded the motion, which was unanimously approved.
- **Comcast service agreement renewal** – No report.
- **Common area lighting replacement** – Maurice Green reported that due to a lack of communication, the proposal with Fuata Electric was cancelled and Advanced Lighting hired to perform the common area lighting replacement.

ADJOURNMENT & ANNOUNCEMENTS

The next regular Board meeting was scheduled for January 21, 2015, in the association's clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 8:44pm.

Minutes prepared by:


Deborah McGraw, CCAM
PML Management Corporation

Attested:


E. Perky Perkins
Barron Square HOA, Secretary