

BARRON SQUARE HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 May 20, 2015

ORDER

The Barron Square Board of Directors Meeting, which was held in the Association clubhouse, was called to order by President Maurice Green at 7:05pm. Board members also in attendance were Richard Evans, Chris Grillone, John Morrissey and Josephine Stiene. Deborah McGraw represented PML Management.

APPOINTMENT OF OFFICERS

On a motion duly made by Chris Grillone, seconded by John Morrissey, and unanimously approved by the Board the following slate of officers were appointed:

President	Maurice Green
Vice President	Richard Evans
Secretary	Josephine Stiene
Treasurer	Chris Grillone
Member at Large	John Morrissey

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. Maurice Green reported that Perky Perkins has resigned from the Newsletter editor position and stated that he will prepare the quarterly Newsletter via the association’s website. During discussion it was also agreed to create an on-line copy of the association’s owner binder.

HOMEOWNER FORUM

The owner of 516 Thain advised the Board that regarding the current approved construction at his home, the dormer roof will be a tan color. Apparently the roof does not have enough of a slope to apply roof tiles.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Maury Green and seconded by Josephine Stiene, the minutes of the 3/15/15 Board of Directors meeting were approved, as submitted with Richard Evans and John Morrissey abstaining from the vote since they were not in attendance. The Board then reviewed the draft 4/15/15 Annual Meeting Minutes. After some discussion the Board approved of the draft minutes until they are formally approved by the membership at the 2016 Annual Meeting of Members.

EXECUTIVE SESSION DISCLOSURE

The Board of Directors met in Executive Session on March 25, 2015 to discuss a homeowner violation.

REVIEW ACTION LIST

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

REPORTS

Treasurer –A summary of the April 2015 financial statement was reviewed as follows:

	Month	Y-T-D	Budget	Variance	Total Budget
Total Revenue	51,094	203,891	204,128	(237)	612,375
Total Maint. & Repairs	8,214	33,532	37,068	(3,536)	111,190
Total Utilities	2,412	7,028	13,312	(6,284)	39,920
Total Admin. Expenses	9,006	41,261	39,588	1,673	118,738
Total Reserve Expenses	2,391	135,473	347,840	(212,367)	1,043,519
Total Assets		1,393,529			
Total Liabilities		11,916			
Total Fund Balances		1,381,613	562,184	est yr end	

Committee Reports:

Architectural –

- 512 Thain submitted an architectural request for the installation of a privacy trellis along the front edge of the balcony railing, 8ft x 2ft and painted brown to match the railing. After much discussion a motion was made by Chris Grillone to approve of the request. John Morrissey seconded the motion, which was unanimously approved by the Board.
- 4170 Thain locks – Deborah McGraw reported that the owner has been requested to submit a formal architectural modification request form for the change to the front door and garage door locks.

Front door lock pre-approved replacement type – The Board discussed a situation where the original front door lock to 4108 Thain was not able to be repaired and therefore needed to be replaced. During the investigation of a replacement lock it was determined that the original type of locking mechanism could only be replaced with a Schlage Allegion H series lock, which would cost approximately \$600 to install. After much discussion it was agreed for PML and Maurice Green to investigate other replacement options, which do not necessarily use the same type of locking mechanism as the original lock, but have the required color which, according to San Mateo Lock, is called an oil rubbed bronze appearance.

Landscaping – Chris Grillone reported that he has observed water spraying onto vehicles at the end of the cul-de-sac from the association's irrigation. This overspray is a concern since it is in violation of the drought regulations, and leaves a water stain on the cars. Deborah McGraw stated that she will work with Loral to address the issues.

Deborah McGraw reported that the final rebate check was received from the Santa Clara Valley Water District as follows:

- Landscape Rebate:

- Turf removal

- Loral - \$5,482.50

- Rebate - \$4,506

- Total cost \$976.50

- Hardware conversion

- Loral - \$2,676

- Rebate - \$1,115

- Total cost \$1,561

- Well Report – Approximately 60-70% of the site is back on well water per Loral Landscaping.
- Landscape walkthrough – The Board reviewed the completed notes from the March and April inspections.

Pool & Recreation – The committee has purchase 2 new umbrellas for the pool.

Insurance Review – No report.

Adjacent Property report –

- 4146 Thain: The owner of 512 Thain has submitted a request to the City of Palo Alto, for the grass in the vacant lot at 4146 El Camino Real to be trimmed since it poses a fire hazard. Deborah McGraw was requested to contact the City and request that the owner is strongly reminded to mitigate the dust which occurred last year when the area was mowed.
- 552 Pena Court, fence repair – The Board reviewed a bid from All Fence in the amount of \$1,650 for the replacement of 2 sections of rotted fence panels adjacent to 4130 Thain and 552 Pena Court. The owners at 552 Pena Court have respectfully declined to share in the cost of the replacement for various reasons. After some discussion a motion was made by Maurice Green to approve of the fence replacement with no contribution by the adjacent owner. John Morrissey seconded the motion, which was approved with Chris Grillone abstaining from the vote.

Manager's report – Deborah McGraw reported on the following:

- 562/564 Thain sewer line – Roto Rooter has sent a camera down the sewer line at 564 Thain and determined that the sewer line runs under the Magnolia tree, so it cannot be replaced. There are some roots, but as long as the line is cleaned regularly it will be ok. There is no reason to remove the tree. The City of Palo Alto utility department has recently replaced a section of failed sewer line in front of 4139 Thain, which was located after the wye in the street.
- Work orders - A summary of work orders was provided for the Board's review. No action required.
- 555 Thain, garage door repair – R&S Erection has been authorized to replace the cracked side rail, which will help to level the door properly. It was noted that Dave Kennedy of R&S Erection provided a proposal in the amount of \$2,355 to furnish and install one custom wood sectional garage door to match the existing tilt up garage doors on the property. The doors will come from the factory primed ready for paint and installed on standard 12 inch radius track. There will also be a minimal charge of \$45 each to re-hang the existing garage door openers if they are to code with UL-325. Openers must be newer than 1993 and with a photo eye. No action was taken at this time.

UNFINISHED BUSINESS

1.2 Painting/dry rot repair project – The Board reviewed proposals from DLC Construction Management and Richard Avelar & Associates. After much discussion, PML was requested to obtain references and request confirmation of the companies hourly rates involved with the Construction Phase of the project.

1.3 Residential building lighting replacement – No report.

3.3 Management contract review committee – The Board discussed establishing a management contract review committee which would be tasked with reviewing the association's current management contract and providing their feedback to the Board of Directors.

NEW BUSINESS

5.1 Worker's Compensation/Fidelity Bond insurance renewal – Deborah McGraw reported that St. Farm policy for Fidelity Bond coverage, effective 6/5/15, has increased from \$944.41 to \$1,119 annually. The St. Farm Worker's Comp policy, effective 5/13/15, has increased from \$785 to \$827 annually.

5.2 Formation of a Roofing Committee – The Board discussed establishing a roofing committee who will be responsible to provide options to the Board for the next roofing project. These options need to include the scope of work and financial impact on the association's reserve study. The committee will provide their financial report to PML who will in turn provide the information to the association's reserve analysis company for inclusion in the draft 2016 reserve update. Maurice Green stated that the following owners have agreed to be a part of the committee: Laszlo Tokes, Ruth & Mike Lowy, and Ree & Gary Dufresne.

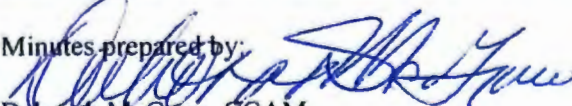
5.3 Environmental and infrastructure improvements – Maurice Green gave a brief presentation for the option of installing solar panels in the common area. No action was taken at this time. Maurice Green offered to continue his investigation and provide additional information at the next meeting.

PENDING ITEMS

- Flat-Roof replacement project – The re-coating of the clubhouse roof is scheduled to begin Monday 6/1/15. The pool area will not need to be closed during this project, per Frank Fiala Roofing.
- Pool Area upgrades – The pool deck replacement, pool refinishing, spa cleaning, wood deck power washing and re-sealing, and tile non-slip coating are all scheduled to be completed by 5/22/15. The clubhouse carpet and furniture have been cleaned, and the re-painting of the interior of the community room/hallway is tentatively scheduled for Friday, 5/22. It was also agreed to look into the possibility of remodeling the community room bathrooms, which would be completed later in the year after the pool season is over.

ADJOURNMENT & ANNOUNCEMENTS

The next regular Board meeting was scheduled for June 17, 2015, in the association's clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:49pm.

Minutes prepared by:

 Deborah McGraw, CCAM
 PML Management Corporation

Attested:

 Jo Stiene, Secretary
 Barron Square Homeowners Association