

**BARRON SQUARE HOMEOWNERS ASSOCIATION**  
 Minutes of the Board of Directors Meeting  
 September 24, 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 7:21pm. Board members also in attendance were Richard Evans and Josephine Stiene. Board members Chris Grillone and John Morrissey absent. Deborah McGraw represented PML Management and other owners attended.

**AGENDA/CALENDAR REVIEW**

The Board reviewed the Agenda and Calendar. The Board discussed options of dates for the upcoming annual social event. After some discussion, it was agreed for Maurice Green to send out a survey via email to the membership asking them to choose between multiple dates. It was agreed that Maurice will add an article in the next newsletter encouraging owners to sign up for electronic delivery of their association documents. When the newsletter is distributed a sign-up sheet for electronic delivery will be included.

**HOMEOWNER FORUM**

An owner asked for Boncore Builders to contact him regarding some personal handyman work at his unit.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made by Josephine Stiene and seconded by Maurice Green, the minutes of the 8/19/15 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 August 2015 financial statement was reviewed as follows:

	Month	Y-T-D	Budget	Variance	Total Budget
<b>Total Revenue</b>	50,986	407,537	408,256	(719)	612,375
Total Maint. & Repairs	7,481	68,215	74,136	(5,921)	111,190
Total Utilities	4,840	22,374	26,624	(4,250)	39,920
Total Admin. Expenses	9,046	78,300	79,176	(876)	118,738
<b>Operating sub total</b>	21,366	168,889	179,936	(11,047)	269,848
Total Reserve Expenses	5,418	218,313	695,680	(477,367)	1,043,519
Total Assets		1,433,951			
Total Liabilities		18,599			
Total Fund Balances		1,415,352	562,184	est yr end	

**Committee Reports:**

*Architectural* – No report.

*Landscaping/Grounds* – No report.

*Pool/ Recreation* –

- Acid wash of concrete pool deck – To be done by Gonzalez Masonry after the pool season is over.
- Salt water chlorinator – completed.

*Roofing* – The Board reviewed an inspection report prepared by Norris Consulting Services. Based on his assessment the following points were discussed:

- Problems with various roofing transition points were found during Richard Norris' inspection. It was agreed to advise Brian Seifert through a formal letter and ask for him to address the issues.
- Building 7 is in need of sloped roof replacement sooner than later, but not necessarily next year.
- The Committee wants to meet with Richard Norris for a Q&A.
- The Board agreed to keep the sloped roofing replacement values as currently presented in the association's reserve study, with the garage flat roofs being replaced in 2016 and sloped roofs replaced in 2023, until the Roofing Committee can provide alternate options.

*Adjacent Property report* – No report.

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

- A summary of work orders
- Tree trimming – is yet to be scheduled by Loral. Notices will be provided to the residents 1 week prior to the start of the project.
- Annual Termite inspection – scheduled for 9/24-25
- Gutter cleaning – scheduled to start on 10/7
- Annual sewer cleaning (564/562 Thain) – completed on 9/2/15

## **UNFINISHED BUSINESS**

**1.3 Residential building lighting replacement** – No report.

**8.1 Pool Safety** – Maurice Green reported that he has met with Bay City Gates to review modifications to the gates so they swing out and away from the pool per Fire Department regulations. Bay City Gates can also provide services to change the key locks to electronic key which can provide additional level of security since individual keys can be deprogrammed when reported lost or stolen. A proposal will be reviewed upon receipt.

## **NEW BUSINESS**

**9.1 Visitor/Resident Parking** – The Board discussed an owner's concern about a perceived abuse of visitor parking by residents or their long term guests. During discussion it was agreed that the Board would look into the cost to establish a system of using resident parking tags as identification which would also serve as a method of identifying non-residents parked in an owner's deeded parking space. Owner's guests are encouraged to move their vehicles every 24 hours when using a designated visitor parking space.

**9.2 Tree Management Experts report, 582 Thain Oak tree** – Based on a concern by an owner, the large Oak tree adjacent to 582 Thain was inspected since it appeared that the tree was leaning more than in the past. Tree Management Experts was hired to perform a professional evaluation of the tree. It is the expert arborist's opinion that the tree's roots are starting to fail and causing the tree to rest on the adjacent fence. A risk assessment determined that there is a moderate risk of failure, but that the impending failure would produce significant consequences to the adjacent property. In order to mitigate the hazard, it was suggested to either support the tree with a prop or remove the tree. After some discussion it was agreed to notify the surrounding residents and request their feedback for discussion at the next Board meeting.

**9.3 Fireplace leaking chase top, 514 Thain Way** – It was noted that proposals to make repairs to a leaking fireplace chase top prior to the winter rains are being gathered for Board review.

**9.4 Property line fence replacement, 4146 El Camino & 553 Driscoll Place** – Deborah McGraw reported that a letter has been sent to the adjacent owner at 4146 Thain requesting participation in the replacement of a property

line fence. A fence replacement proposal is in the process of development for the replacement of the property line fence next to 553 Driscoll Place, adjacent to building 8.

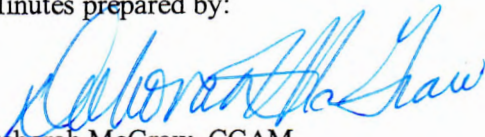
**PENDING ITEMS**

*Painting/dry rot repair project, construction manager report* – It was noted that the on-site inspection by Richard Avelar & Associates took place on 9/17-18 and that a budgetary report has been received with a general project cost of \$377,601 for dry rot repairs. Additional information will be reviewed upon receipt.

**ADJOURNMENT & ANNOUNCEMENTS**


The next regular Board meeting was scheduled for October 21, 2015, in the association’s clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:41pm.

Minutes prepared by:



Deborah McGraw, CCAM  
PML Management Corporation

Attested:



Jo Stiene, Secretary  
Barron Square Homeowners Association