

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

February 17, 2016

ORDER

The Barron Square Board of Directors Meeting, which was held in the Association clubhouse, was called to order by Vice President Richard Evans at 7:01pm. Board members also in attendance were Chris Grillone, John Morrissey and Josephine Stiene. Deborah McGraw represented PML Management and other homeowners attended.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

The owner of 502 Thain advised the Board that she has considered their offer to run for election to the Board at the upcoming general election of officers in April, but declined at this time.

The owner of unit 516 Thain discussed the following issues:

- Standing water on the flat roof over the front entrance to unit 512 Thain
- Resident at 533 Thain parking their vehicle in exterior parking space on the curb, possibly damaging the association's irrigation system
- Homeless man seen sleeping in the landscaping, with his bicycle, near 522 Thain. Requested a newsletter article to notify other residents to contact the Palo Alto Police Department if they see the homeless man.

The owner of 551 Thain discussed an issue with water running down the front of their garage, outside of the gutter system, after the rain has stopped. The owner would also like the Board to consider lowering the height of the large Podocarpus tree adjacent to the clubhouse on the spa side. Apparently the tree excessively shades the deep end of the pool in the summer time.

The owner of 4168 Thain mentioned that there has been a white BMW parked in visitor parking near building 4. Apparently the vehicle moves from the visitor parking at building 12 to building 4 on a regular basis. The owner requested a notice to be posted on the vehicle advising the "visitor" of the association's parking rules and asking them to contact PML Management.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by John Morrissey, the minutes of the January 27, 2016 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 December 2015 draft financial statement, subject to auditor review, was reviewed as follows:

	Month	YTD Actual	YTD Budget	Variance	Total Budget
Total Revenue	50,897	611,145	612,375	(1,230)	612,375
Total Maint. & Repairs	7,004	102,765	111,190	(8,425)	111,190
Total Utilities	2,233	38,243	39,920	(1,677)	39,920
Total Admin. Expenses	9,743	115,883	118,738	(2,855)	118,738
Operating sub total	18,980	256,891	269,848	(12,957)	269,848
Total Reserve Expenses	151	229,299	1,043,519	(814,220)	1,043,519
Total Assets		1,543,085			
Total Liabilities		23,114			
Total Fund Balances		1,519,971	562,184	est yr end	

Committee Reports:

Architectural – The Board reviewed an email request from 4150 Thain to keep the rope lights attached to the underside of the balcony over his patio. After some discussion a motion was made by Chris Grillone to approve of the request, provided that the owner submits a formal architectural form which will be kept on file. Josephine Stiene seconded the motion, which was unanimously approved.

Chris Grillone inquired about the front and garage door lock replacement at 4170 Thain. It was noted that the owner has not yet replaced the locks which are unapproved since the color does not match the association's approved locks. Richard Evans offered to discuss the situation with his neighbor.

Landscaping/Grounds – The Board reviewed a proposal received from S.P. McClenahan to prune the Oak trees on site for a total cost of \$9,870, excluding the tree at 582 Thain which will be removed. After some discussion, Chris Grillone made a motion to approve of the proposal. Richard Evans seconded the motion, which was unanimously approved. Chris asked to have the tree at 502 Thain pruned back off of the visitor parking spaces as much as possible.

Pool/ Recreation –

- Spa chlorinator – The association's pool maintenance company is in the process of installing an automatic chlorinator for the spa. It was noted that the controller would benefit by recording the chemical levels daily which is consistent with the new Title 22 requirements, effective 1/1/2015. PML will obtain additional information about changes to Title 22 for review at the next meeting.
- Podocarpus tree pruning – The Board reviewed the earlier request to consider reducing the height of the tree, adjacent to the spa, to allow for more light in the deep end of the pool in the summer time. The Board agreed to consider the request, but didn't make any formal decisions at this time.
- Bathroom remodeling project – No report.
- Pool Gates – No report.

Roofing –

- Roof maintenance – It was noted that arrangements are being made for Laszlo Tokes, Dick Evans and George Gumataotao from Frank Fiala Roofing to meet and review sample roof tile products which will be used to replace the missing fire free tiles.
- 504 garage roof ponding – It was noted that Frank Fiala Roofing has been requested to inspect the excessive ponding on the roof. No report has been received for the Board to review.

Adjacent Property report – No report.

Manager's report – No additional report was provided.

UNFINISHED BUSINESS

1.1 Painting color consultation services – Deborah McGraw stated that both Sherwin Williams and Dunn Edwards paint have been requested to provide free color consultation services. Responses will be received no later than 3/2/16.

1.2 Well pump system repairs – It was noted that there has not been a response from Garcia Well and Pump to Richard's previous list of questions.

NEW BUSINESS

2.1 2016 Annual Meeting – It was noted that Josephine Stiene, Chris Grillone and Richard Evans are up for re-election to the Board of Directors at the 4/20/16 general election meeting this year. A call for candidates has been sent to all owners with a requested response date of 3/9/16.

PENDING ITEMS

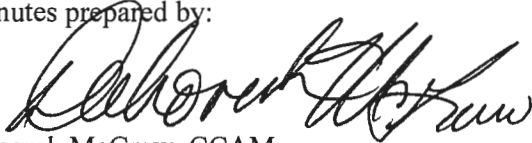
- *Painting/dry rot repair project* – The Board considered holding a bidders meeting on 5/18/16 with each of the three contractors. However, no final decision was made.
- *Residential building lighting replacement* – No report.

- *582 Thain Oak tree removal* – Deborah McGraw stated that she is waiting for a removal report from Tree Management Experts which will be included with the permit documents.
- *Property line fence replacement, 4146 El Camino* – Deborah McGraw reported that after a telephone conversation, the owner of 4146 El Camino would like until 3/1/16 to provide a response to the Board’s request to replace the property line fence. Chris Grillone made a motion to proceed with the fence replacement, if there is no response from the adjacent owners by 3/1/16. John Morrissey seconded the motion, which was unanimously approved.

ADJOURNMENT & ANNOUNCEMENTS

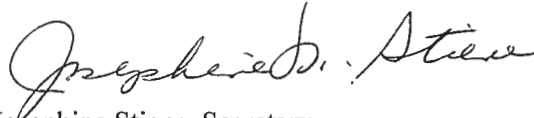
The next regular Board meeting was scheduled for March 16, 2016, at 7:00pm in the association’s clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:00pm.

Minutes prepared by:



Deborah McGraw, CCAM
PML Management Corporation

Attested:



Josephine Stiene, Secretary
Barron Square Homeowners Association