

BARRON SQUARE HOMEOWNERS ASSOCIATION  
Minutes of the Board of Directors Meeting  
June 22, 2016

**ORDER**

The Barron Square Board of Directors Meeting, which was held in the Association clubhouse, was called to order by President Maurice Green at 7:04pm. Board members also in attendance were and Richard Evans, John Morrissey and Josephine Stiene. Director Chris Grillone was absent. Deborah McGraw represented PML Management.

**AGENDA/CALENDAR REVIEW**

The Board reviewed the Agenda and Calendar. No significant changes were made.

**HOMEOWNER FORUM**

None.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made by Richard Evans and seconded by Josephine Stiene, the minutes of the May 18, 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 May 2015 financial statement was reviewed as follows:

	Month	YTD Actual	YTD Budget	Variance	Total Budget
<b>Total Revenue</b>	<b>50,922</b>	<b>254,551</b>	<b>253,950</b>	<b>601</b>	<b>612,375</b>
Total Maint. & Repairs	11,591	44,555	42,175	2,380	111,190
Total Utilities	6,408	19,697	16,595	3,102	39,920
Total Admin. Expenses	9,394	51,993	49,465	2,528	118,738
<b>Operating sub total</b>	<b>27,393</b>	<b>116,246</b>	<b>108,235</b>	<b>8,011</b>	<b>269,848</b>
Total Reserve Expenses	11,099	32,311	456,945	(424,634)	1,043,519
Total Assets		1,652,899			
Total Liabilities		26,934			
<b>Total Fund Balances</b>		<b>1,625,965</b>	<b>748,326</b>	<b>est yr end</b>	

Deborah McGraw reported that she spoke with Ryan Weeks, the association's investment officer at Merrill Lynch who assured Ms. McGraw that the association's investment of \$472,527 is deposited with Bank of America within two different banking charters and each under the maximum \$250,000 FDIC insured balance.

**Committee Reports:**

*Architectural* –

ACC Requests – none

Violations –

- 4170 Thain – The owner has confirmed purchasing new locks in the correct color and will notify PML when they have been installed.

*Landscaping* -

- S.P. McClenahan has completed the *Oak tree pruning*.
- *Birch tree removal at 522 Thain* – Roy Leggitt reviewed the issue of the Birch tree removal and reported that Loraf's assessment was correct. However, the damage to the tree was possibly caused by lawnmower damage. Roy said that Birch trees can be re planted but mulch rings need to be put around the trees to help prevent future

damage from lawn mowers. It was agreed to replace the trees and discuss the locations with the owner prior to their replacement.

- *Podocarpus tree pruning in pool* – The Board agreed to have Roy Leggitt review the possibility of pruning the Podocarpus tree in the pool to allow more afternoon sunlight to the deep end of the pool.
- *Homeowner tree at 4162 Thain* – It was noted that the volunteer trees, between 4162 and 4166 were removed by Loral Tree Service. When on site, Loral advised PML that the Pine trees behind 4162 look to be in poor shape therefore, Roy Leggitt has been asked to inspect them and provide his recommendations.

*Pool/ Recreation* – Tim Smith attended the meeting to discuss his proposal to lease the ORP controller to the association and a proposal to replace the pool filter pump.

- *Spa chlorinator* – TC Smith explained how the device reads the water quality and automatically adjusts the chemical level which will help the association to comply with the daily reporting requirements of Title 22. The cost of \$157.50 per month will include installation, monitoring, and any adjustment or upgrade as necessary. After some discussion a motion was made by John Morrissey to accept the proposal. Josephine Stiene seconded the motion which was unanimously approved.
- *Pool Pump* – TC advised the Board that the pool filter pump has failed and needs to be replaced. The cost is \$1,500 for the installation of a variable speed pump with a 2-year warranty from TC Smith Swimming Pool Repair. Richard Evans made a motion to approve of the new pool filter pump. Josephine Stiene seconded the motion which was unanimously approved.
- *Solar panel inspection* – TC will replace the clamps when the association's contractor is on site so he can coordinate access.

*Roofing* –

- Richard Evans reported that the Committee met with Richard Norris (roofing consultant) to discuss finding new roof surfaces for the sloped roof replacement. During discussion it was noted that the sloped roofs are in adequate condition so there is no urgency to replace them at this time. However, the flat roofs on the garages are wearing and should be replaced sooner than later. It was recommended that the Committee consider replacing the sloped roofs on the garages that transition to the flat roofs. Since the Committee is considering replacing the garage flat roofs with tar/gravel, they should take into account new energy efficiency rules which will be established in Oct 2016.

*Adjacent Property report* –

- Weed abatement for 4146 El Camino – Maurice Green reported that the Fire Department is responsible to enforce the weed abatement on the vacant lot.
- Status of development for 4146 El Camino – No report.

*Manager's report* –

- *Pest Control* – The owner of 522 Thain has reported rats at their building. PML requested Animal Damage Management to contact the owner for a site inspection in order to determine the points of entry on the ground and roof for eradication.

## UNFINISHED BUSINESS

1.2 Well pump system repairs -- Garcia Well and Pump has been requested to perform an ROI.

## NEW BUSINESS

6.1 Asphalt paving and restriping – After reviewing a bid from CalVac Paving, who performed the work previously in 2010, a motion was made by Richard Evans to approve the contract with CalVac Paving at a cost of \$8,750. Maurice Green seconded the motion, which was unanimously approved.

6.2 Tennis court resurfacing – The Board reviewed a bid from Saviano to resurface the tennis courts, who performed the work in 2010. After some discussion a motion was made by Maurice Green to approve Saviano at a cost of \$5,800. John Morrissey seconded the motion, which was unanimously approved.

**6.3 Pool area gates/lock replacement** – Maurice Green presented a bid from Bay Cities Auto Gate for the following:

- replacement of two pedestrian pool gates, including panic bars for exit control
- installation of a networked card reader for entry control on each pool gate
- installation of a networked card reader for entry on clubhouse building main door and pool door
- Standalone Access Control for fire gates (El Camino) – includes structural modifications to allow use of new lockset
- Standalone Access Control for tennis court gate – includes structural modifications to gate to accommodate new lockset and strike
- Includes 50 HID fobs

Review picture of new pool gates and suggestions for patio gate locks.

After some discussion a motion was made by Richard Evans to approve of the proposal at a cost not to exceed \$45,000. John Morrissey seconded the motion, which was unanimously approved.

**6.4 Clubhouse bathroom remodeling** – The Board reviewed a proposal from IQV Construction for the clubhouse bathroom remodel, including replacement of the kitchen cabinets and countertop. After some discussion, PML was requested to ask IQV to revise their bid to include modification of the showers to remove the “lip” at the entrance to the shower and refinishing the kitchen cabinets instead of replacing them.

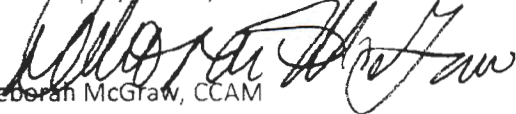
**PENDING ITEMS**

- **Painting/dry rot repair** project – PML reported that the project is scheduled to start 7/5/16 at building 1 and notices have been sent to the property owners. During a recent walkthrough bids were requested for additional work as follows:
  - repair and paint the exterior of the 1st floor patio fences, including the interior fences between units.
  - repair the planter box in front of 4122 Thain (on Thain).
  - ACE offered to seal the pool deck during the project. They will provide a cost for review.There was a discussion about the contractor using homeowner electricity, which the Board agreed was acceptable on an occasional basis. The Board also agreed for the contractor to re paint in the existing color scheme and use a clear UV stain on the shingled buildings.
- **Residential building lighting replacement** – Maurice Green provided pictures of various sample light fixtures. After some discussion the Board chose a few and Maurice agreed to obtain costs for the installation.
- **582 Thain Oak tree removal** – PML reported that Aaron Wang from Tree Management Experts will be out on 7/1 to review and provide his recommendations for the installation of the 2 Oak trees.
- **Property line fence replacement, 4146 El Camino** – No report.
- **Chimney Chase repairs** – PML stated that Chim Chimney has scheduled the inspection of all of the unit chimney chase for 7/9/16 and will replace the damaged screens as necessary.

**ADJOURNMENT & ANNOUNCEMENTS**

The next regular Board meeting was scheduled for July 20, 2016, at 7:00pm in the association’s clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 10:15pm.

Minutes prepared by:

  
Deborah McGraw, CCAM  
PML Management Corporation

Attested:

  
Josephine Stiene, Secretary  
Barron Square Homeowners Association