

BARRON SQUARE HOMEOWNERS ASSOCIATION**Minutes of the Board of Directors Meeting**

August 17, 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 7:10pm. Board members also in attendance were Richard Evans, Chris Grillone, John Morrissey and Josephine Stiene. Deborah McGraw represented PML Management and homeowner Veena Rajaraman also attended.

AGENDA/CALENDAR REVIEW

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

HOMEOWNER FORUM

The owner of 4106 Thain is concerned about Redwood tree roots heading toward a wood deck in their backyard. PML will have Tree Management Experts inspect the area and provide their recommendations.

An owner expressed concern about residents and their guests smoking cigarettes in the common area and exclusive use common area patios and balconies. It was agreed to create a New Business item for further discussion at the September Board meeting.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Josephine Stiene and seconded by John Morrissey, the minutes of the July 20, 2016 Board of Directors meeting were approved as submitted corrected.

REVIEW ACTION LIST

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

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Total Budget
Total Revenue	50,895	356,339	355,530	809	612,375
Total Maint. & Repairs	8,787	71,975	59,045	12,930	111,190
Total Utilities	5,363	30,167	23,233	6,934	39,920
Total Admin. Expenses	8,964	70,915	69,251	1,664	118,738
Operating sub total	23,113	173,056	151,529	21,527	269,848
Total Reserve Expenses	220	40,018	639,723	(599,705)	1,043,519
Total Assets		1,682,065			
Total Liabilities		18,829			
Total Fund Balances		1,663,236	748,326	est yr end	

Committee Reports:**Architectural –**

ACC Requests – The Board reviewed a request from the owner of 4168 Thain to perform an extensive remodel the interior of the unit's utility/laundry room, master bath, and hall bath. It is understood that these upgrades will include replacement of drywall, fixtures, flooring, electrical and plumbing work. After some discussion a motion was made by Chris Grillone to approve of the request. Maurice Green seconded the motion, which was unanimously approved.

Violations – Richard Evans agreed to inspect the new front and garage door locks to determine if the color is acceptable to the association’s architectural standards.

Landscaping – The Board discussed the following:

- *Pine tree pruning* – The owner at 697 Florales has requested for the Pine tree, located along the property line next between 4170 and 590 Thain, to have a few branches removed because of the sap that falls onto their property. However, it has been determined that the Pine trees cannot be pruned in the summer because it makes the tree vulnerable to damage and fungal infections. Loral will be contacted in the winter to prune the tree.
- *Birch tree removal at 522 Thain* – Completed, two trees installed.
- *7/8/16 Landscape walkthrough* – The owners of 551/553 have agreed for a pink Crepe Myrtle tree to be installed to replace the Star Magnolia (at the stairs). Loral will complete this and other plantings based on their estimate 2016-0821 (work order 414), tomorrow 8/18.
- *Podocarpus tree pruning in pool* – Pending completion by Loral. Work order 415 has been issues to Loral to prune the Podocarpus trees only along building 10, excluding the large Podocarpus tree next to the clubhouse.
- *Pine trees behind 4162 Thain* – Work order 416 was issued to Loral to remove the 2 trees. PML will contact the City to determine if a tree removal permit is required.
- *582 Thain Oak tree removal* – Loral has been advised to plant the 2 required Oak trees in the locations agreed upon at the last meeting. Work order 417 has been submitted to Loral which includes a requirement to contact the City with the date of the installation so their arborist can be present to inspect the replacement trees and their locations.

Due to homeowner complaints about timely follow through with Loral, PML will track Loral’s progress with estimates, and various owner requests, through our work order report system. Weekly contact will be made with Loral to request a status update of each of the open work orders.

Pool/ Recreation – The pool filter pump has been installed. PML is still waiting for the formal pool pump proposal and lease agreement from TC Smith. It was noted that the spa lights could use upgrading to a dimmer switch. Maurice Green agreed to contact an electrician to look into this.

Roofing – Richard Evans reported that consultant Richard Norris provided the Committee with addresses where metal tiled roofs were installed so they could review styles of roofs. It was agreed that they like the current look of the roofs and will possibly find something similar in a metal product. The Committee will continue to look into cost factors for the proposed metal roofs, including the roofs weight and thermal value.

Adjacent Property report – Maurice Green reported that the owner appears to be looking again into changing the zoning on the lots.

Manager’s report –

- *Pest Control* – Animal Damage Management (ADM) met with the owner at 522 Thain and located activity from rats gaining access through the round attic vent tops. There are 19 total that they will install hardware cloth in them to prevent future access from rats and install rat traps on the roof for 2 weeks at a cost of \$480. ADM stressed to the owner that the bird seed and water in the bird bath is drawing the rodents to the unit.

UNFINISHED BUSINESS

1.2 Well pump system repairs - Howard of Loral is working on producing an ROI for the well.

6.4 Clubhouse bathroom remodeling – The Board requested that a bidders meeting be held to discuss options for remodeling the bathrooms.

NEW BUSINESS

8.1 Board member resignation/appointment of new member – Josephine Stiene submitted her resignation from the Board effective immediately. At this time a motion was made by Maurice Green to appoint Veena Rajarman, owner of 4128 Thain Way, to fill the remainder of Josephine’s position as Secretary until April 2018. Richard Evans seconded the motion, which was unanimously approved.

PENDING ITEMS

- ***Painting/dry rot repair project*** – The Board reviewed site walkthrough notes provided by Richard Avelar & Associates (RAA).
- ***Residential building lighting replacement*** – Maurice Green reported that he is working with Ford Light Inc. to purchase sample lights for the replacement of the “jelly jars” on the stairwells. After some discussion Chris Grillone made a motion to approve of the following light modifications:
 - Transglobe pocket lantern to be used on the patio, balconies and garbage areas.
 - A sample of the pocket lantern and small Galen light fixture will be installed on an adjacent stairwell.
 - And that if owners want to keep alternate light fixtures they have installed on the patios and balconies, an architectural modification request form would have to be submitted for the Board to formally approve the alternate light fixture.

Maurice Green seconded the motion, which was unanimously approved.

- ***Asphalt paving and restriping, CalVac Paving*** – scheduled for spring of 2017.
- ***Tennis court resurfacing, Saviano*** – completed.
- ***Pool area gates/lock replacement, Bay Cities*** – No report.
- ***Resident vehicle registration*** – No report.

ADJOURNMENT & ANNOUNCEMENTS

The next regular Board meeting was scheduled for September 21, 2016, at 7:00pm in the association’s clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:56pm.

Minutes prepared by:


Deborah McGraw, CCAM
PML Management Corporation

Attested:

DocuSigned by:

Veena Rajarman, Secretary
Barron Square Homeowners Association

