

## BARRON SQUARE HOMEOWNERS ASSOCIATION

### Minutes of the Board of Directors Meeting

September 21, 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 7:20pm. Board members also in attendance were Richard Evans, Chris Grillone, John Morrissey and Veena Rajaraman. Debbie McGraw represented PML Management.

#### AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. The Board discussed the annual Social and decided on Sunday, October 30<sup>th</sup> at 6:00pm in the association's clubhouse. The Board also discussed a date to close the pool for the season and agreed on a tentative date of 10/30.

#### HOMEOWNER FORUM

None.

#### APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by Richard Evans, the minutes of the August 17, 2016 Board of Directors meeting were approved as corrected.

#### EXECUTIVE SESSION DISCLOSURE

The Association's Executive Committee, President Maurice Green and Treasurer Chris Grillone, met on August 28, 2016 to review and approval of repair proposals 3, 5, 6, and 7 from A.C. Enterprise to perform additional dry rot repairs which were not included with the original construction scope of work.

On a motion duly made by Chris Grillone and seconded by Maurice Green, the minutes of the August 28, 2016 Executive Committee 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 2016 financial statement was reviewed as follows:

	Month	YTD Actual	YTD Budget	Variance	Total Budget
<b>Total Revenue</b>	<b>50,901</b>	<b>407,240</b>	<b>406,320</b>	<b>920</b>	<b>612,375</b>
Total Maint. & Repairs	1,373	73,348	67,480	5,868	111,190
Total Utilities	7,063	37,230	26,552	10,678	39,920
Total Admin. Expenses	8,214	80,129	79,144	985	118,738
<b>Operating sub total</b>	<b>16,651</b>	<b>190,707</b>	<b>173,176</b>	<b>17,531</b>	<b>269,848</b>
Total Reserve Expenses	97,847	137,865	731,112	(593,247)	1,043,519
Total Assets		1,621,080			
Total Liabilities		22,441			
<b>Total Fund Balances</b>		<b>1,598,639</b>	<b>748,326</b>	<b>est yr end</b>	

Chris Grillone reported on the following financial questions:

- 1) Maintenance & Repairs – over budget by \$5,868.23

- a) Reclassify Gonzales Masonry operating expense at \$1,450 as a reserve expense to wash/seal new deck, all other expenses are justified
- 2) Janitorial Services
  - a) There appears to be a billing issue that PML will discuss with Bright Outlook
- 3) Landscape - Large Tree Care
  - a) McClenahan Tree Care to inspect/treat Oak trees \$9,870 of unanticipated expense
- 4) Pest Control
  - a) Calls for rat and squirrel abatement, \$3,290 of unanticipated expenses
- 5) Utilities - over budget by \$10,677.56
  - a) Water consumption currently over budget by \$11,242 which should reduce by the end of the fiscal year after the rains have started and consumption is decreased.

It was noted that these unanticipated operating expenses have contributed to a negative balance in the association's operating account which was (\$2,821.88) at the end of August. Accounting has been requested to hold a portion of the monthly reserve transfer (\$29,146) in order to pay the vendor invoices.

#### **Committee Reports:**

##### *Architectural –*

ACC Requests – The Board reviewed the following requests:

- 4108 Thain – to install a metal railing on the building side of the stairway to her unit, similar to the one installed leading to 557 Thain, and a bathroom remodel that does not include electrical or plumbing changes. After some discussion a motion was made by Maurice Green to approve the request for the handrail installation, with the condition that the metal handrail is installed on the wood railing side of the stairs and painted to match. Chris Grillone seconded the motion, which was unanimously approved.
- 4122 Thain – to keep the motion detector light fixture on her patio. After review of a picture of the fixture, the Board decided to postpone approval while Maurice Green looks into an LED bulb that works like a motion sensor. The intent is for the association to replace the fixture with an approved one when the entire building has the patio fixtures replaced but the new bulb would provide the motion sensor quality that the owner prefers.
- 4102 Thain – to extend the concrete patio into the dirt area inside the existing backyard fence. Debbie McGraw stated that A.C. Enterprises is able to remove the existing lifted section of concrete at the association's expense and provide an estimate to pour a new patio. The cost to replace the patio will be shared between the owner and the association. Maurice Green made a motion to approve of the request. John Morrissey seconded the motion which was approved by the Board with four votes in favor and Chris Grillone voting against.

It was noted that 4152 Thain submitted a final inspection permit for their window and sliding door replacements.

##### *Violations –*

- 4170 Thain – During a recent inspection, it was confirmed that the owner has replaced the lock as required.

##### *Landscaping -*

- *Padocarpus tree pruning in pool* – Pending completion by Loral.

- *Pine trees behind 4162 Thain* – PML is in the process of submitting an Architectural Review request to the City before the Pine trees can be removed. An appointment has been set to meet with a planner to review the application on 10/11/16.
- *582 Thain Oak tree removal* – Due to issues with the 2 proposed sites, Loral has contacted 811 to mark utilities in 3 alternate locations. Once we have viable sites, 2 locations will be chosen.
- *Tree Inspections* – Tree Management Experts has been requested to inspect a few Magnolia trees where the trees are declining. Soil samples will also be taken. The association’s Redwood trees will also be inspected to determine if the amount of current leaf debris is considered “normal.”
- *Pine trees* – According to Tree Management Experts, the dropping of the hard, green pine cones is normal. However, attorney Bill Garrett (Hanna & Van Atta) recommends that a sign be posted near the tree and residents notified of the dangers associated with the tree since this situation is considered a liability to the association. After some discussion, a motion was made by Richard Evans to remove the tree considering the liability of the hard, green destructive pine cones and the sap that also drops from the tree. John Morrissey seconded the motion, which was unanimously approved. PML will include this Pine tree with the other 2 removal requests.

*Pool/ Recreation* – It was noted that the ORP lease agreement has been received and signed by TC Smith and Maury Green.

*Roofing* – Richard Evans reported that the Committee does not recommend any roof replacements for next year. The Committee is still researching roof types for the sloped roof replacement.

*Adjacent Property report* –

*4146 El Camino* - It was reported that a reimbursement request letter has been sent to the adjacent owner for the property-line fence installation. Richard Evans also reported that he is researching the grant deed to review access rights.

*Volvo Dealership parking lot* – Chris Grillone reported that he has found the bike lane on Maybell Avenue blocked by vehicle delivery trucks on multiple occasions. Maurice Green agreed to submit an on-line complaint to the City.

*Manager’s report* –

- *Work orders* - A list of open work orders has been provided for your review.
- *Pest Control* – Animal Damage Management (ADM) has requested PML to meet with them and the owner of 522 Thain to review the rat intrusion issue.

**UNFINISHED BUSINESS**

**1.2 Well pump system repairs** – A report of the well expenses vs savings has been provided by Howard Wheeler of Loral Landscaping for Board review. PML will gather the costs to bring the well back into production for review at the next meeting. Garcia Well & Pump will be contacted to provide more information about the cost and location of a storage tank for well water to be used for irrigation purposes.

**6.4 Clubhouse bathroom remodeling** – No report. Pending a bidders meeting on site.

**NEW BUSINESS**

**1 Cigarette smoking, attorney recommendations** – The Board reviewed recommendations from attorney Bill Trett advising the Board that they can implement a rule prohibiting smoking of cigarettes, and electronic cigarettes, in the common area and exclusive use common area such as patios and balconies. If a site-wide no

smoking rules is desired, then an amendment to the CC&Rs would be necessary. After much discussion it was agreed to have Maurice Green prepare a survey to be submitted to the membership to determine their position before a formal process to modify the rules or governing documents is started.

#### PENDING ITEMS

- **Painting/dry rot repair project** – The Board reviewed five repair proposals from A.C. Enterprises and an addendum to the project management contract from Richard Avelar & Associates for project management and architectural services to replace 2 decks.

There was a discussion where it was noted that construction notices are being sent out to the homeowners too soon, with no projected end date which is a problem for owners who have to move plants and furniture off the decks/patios. Also, based on site inspection reports from project manager Will Countner of Richard Avelar & Associates, two decks at 4132 and 4124 Thain need to be replaced. Therefore, a proposal was submitted to the Board from Mr. Countner to have Richard Avelar & Associates for preparation of the construction documents for the replacements and additional project management fees. After some discussion, the Board expressed concern that these decks were not included in the original repair scope of work. It was agreed to put the proposal on hold and ask for Mr. Countner and Todd Schulze of A.C. Enterprises to attend the October board meeting to discuss this and the project status.

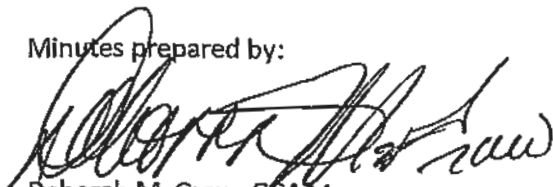
A motion was made by Chris Grillone to approve of repair proposals 8, 9,10, 11 and 12 from A.C. Enterprise for additional repairs to buildings 2, 4, 5, 6, and 7. Maurice Green seconded the motion, which was unanimously approved. PML was requested to contact A.C. Enterprises to determine if the \$1,150 of shingle replacement on repair proposal #12 is replace the shingles painted in the wrong color.

- **Residential building lighting replacement** – Maurice Green discussed samples of light fixtures for replacement of patios/balconies and stairwells which he had installed for the Board to review. After some discussion, Maurice Green made a motion to install the Transglobal PL-4484-RT to replace the deck/patio and utility rooms and to use the Galen 7.5" at the entrances and "visible areas." Chris Grillone seconded the motion, which was unanimously approved.
- **Asphalt paving and restriping, CalVac Paving** – scheduled for spring of 2017.
- **Pool area gates/lack replacement, Bay Cities** – Maurice Green reported that the project is scheduled to begin at the end of September. It was agreed to provide 2 fobs per unit.
- **Resident vehicle registration** – No report.

#### ADJOURNMENT & ANNOUNCEMENTS

The next regular Board meeting was scheduled for October 19, 2016, at 7:00pm in the association's clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 10.01pm.

Minutes prepared by:



Deborah McGraw, CCAM  
PML Management Corporation

Attested:



Veena Rajaraman, Secretary  
Barron Square Homeowners Association