

BARRON SQUARE HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
 November 16, 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 7:13pm. Board members also in attendance were Richard Evans, Chris Grillone and Veena Rajaraman. Director John Morrissey was absent. Debbie McGraw represented PML Management and another homeowner attended the meeting.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

A homeowner attended to hear the results of the smoking ban survey and discuss the adjacent vacant lot on El Camino.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Richard Evans and seconded by Veena Rajaraman, the minutes of the October 19, 2016 Board of Directors meeting were approved as corrected with Chris Grillone abstaining from the vote since he was not in attendance at the October meeting.

REVIEW ACTION LIST

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

REPORTS

Treasurer – A summary of the October 2016 financial statement was reviewed as follows:

	Month	YTD Actual	YTD Budget	Variance	Total Budget
Total Revenue	50,897	509,031	507,900	1,131	609,478
Total Maint. & Repairs	8,059	88,159	84,350	3,809	101,210
Total Utilities	5,832	48,977	33,190	15,787	39,820
Total Admin. Expenses	9,336	98,765	98,930	(165)	118,700
Operating sub total	23,227	235,901	216,470	19,431	259,730
Total Reserve Expenses	176,652	463,441	913,890	(450,449)	1,096,664
Total Expenses	199,878	699,342	1,130,360	(431,018)	1,356,394
Total Assets		1,487,842			
Total Liabilities		158,182			
Total Fund Balances		1,329,660	748,326	est yr end	

Committee Reports:*Architectural* –

ACC Requests – No new requests were discussed.

Violations – None.

Landscaping – PML reported on the following:

- *Podocarpus tree pruning in pool* – Per Loral, the pruning will be done when the 2 Pine trees at building 4 are removed.
- *Pine tree removal* – Pending city approval to remove 2 Canary Island Pine trees behind 4162 Thain and one along the fence between building 4 and 5.

- *Tree Management Experts* – According to Aaron Wang of Tree Management Experts, there does not appear to be a particular reason why a few of the Magnolia trees appeared to be suffering more than others. Apparently the trees are starting to develop new buds and should get healthier with the increased water supply.
- *General Maintenance* – PML was requested to look into having Loral refresh the mulch and possibly install header boards as necessary, to keep the mulch from flowing onto the walkways, throughout the complex in the spring.

Pool/ Recreation – No report.

Roofing – No new information provided by Richard Evans.

Adjacent Property report – No report.

Manager's report – The board reviewed a list of open work orders. No action was taken.

UNFINISHED BUSINESS

6.4 Clubhouse bathroom remodeling – Maurice Green reported that each of the 3 bidders, Boncore, IQV and Orozco Construction have provided unique designs for the project. After some discussion, the board decided to review the three bids and take aspects from each to create a scope of work for the remodeling project and then have the contractors bid again on the same scope of work for “apples to apples” bids.

NEW BUSINESS

11.1 2017 Budget Approval – The Board reviewed a draft budget recommending an average 2% increase for the 2017 fiscal year. Chris Grillone made a motion to approve of the increase, with Maury Green seconding the motion which was unanimously approved.

11.2 State Farm Insurance Renewal, 1/1/17 – PML reported that per State Farm the renewal for 2017 has been decreased to \$29,286 as follows:

2016-2017 Policy Premiums:

- Master Condominium Assn. Policy \$26,777.00
- Commercial Liability Umbrella Policy: \$1,142.00
- Fidelity Bond: \$1,269.00
- Workers Compensation Policy: \$1,031.00

Total Annual Premium \$30,219.00

2017-2018 Policy Premiums:

- Master Condominium Assn. Policy \$25,884.00 (note: there was an overall rate decrease in California)
- Commercial Liability Umbrella Policy: \$1,142.00
- Fidelity Bond: \$1,269 (subject to change upon renewal of 6/05/17)
- Workers Compensation Policy: \$1,031.00 (subject to change upon renewal of 5/31/17)

Total Annual Premium \$29,286.00

After some discussion, a motion was made by Chris Grillone to approve of the renewal with State Farm. Richard Evans seconded the motion, which was unanimously approved.

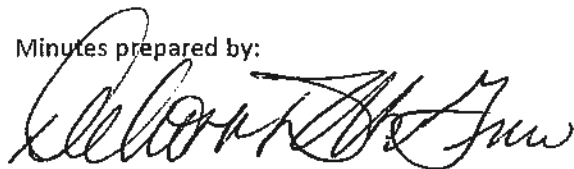
PENDING ITEMS

- **Painting/dry rot repair project** – PML provided a report of the expenses to date and noted that the expenses are currently 31% over the original contract.
- **Residential building light fixture replacement** – Maurice Green reported that the fixtures are due to arrive by the end of the week which will be installed by Jorge of United Electric.
- **Asphalt paving and restriping, CalVac Paving** – scheduled for spring of 2017.
- **Pool area gates/lock replacement, Bay Cities** – Maurice Green stated that the pool gates would be installed soon and afterward he will make arrangements to provide the new key fobs to the residents.
- **Survey regarding cigarette smoking** – The Board discussed the results of the survey and decided not to pursue a smoking ban in the common area and exclusive use common areas due to the possibility of the unintended consequence of homeowners possibly smoking inside their units since outside smoking would be banned.
- **Well pump system repairs** – No report.

ADJOURNMENT & ANNOUNCEMENTS

The next regular Board meeting was scheduled for January 18, 2017, at 7:00pm in the association's clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:31pm.

Minutes prepared by:



Deborah McGraw, CCAM
PML Management Corporation

Attested:

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Veena Rajaraman, Secretary
Barron Square Homeowners Association

