

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

February 15, 2017

ORDER

The Barron Square Board of Directors Meeting, which was held in the Association clubhouse, was called to order by President Maurice Green at 7:06pm. Board members also in attendance were Richard Evans, John Morrissey and Veena Rajaraman. Director Chris Grillone was absent. Debbie McGraw represented PML Management and another homeowner attended.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

An owner asked for the shrub stump in front of 4166 Thain to be removed.

An owner stated that the chimney screen for 557 Thain appears to be damaged by squirrels.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Richard Evans and seconded by Veena Rajaraman, the minutes of the January 18, 2017 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 draft December 2016 financial statement was reviewed as follows:

	Month	YTD Actual	YTD Budget	Variance	Total Budget
Total Revenue	50,894	610,818	609,478	1,340	609,478
Total Maint. & Repairs	11,789	110,385	101,210	9,175	101,210
Total Utilities	4,526	55,878	39,820	16,058	39,820
Total Admin. Expenses	10,613	118,568	118,700	(132)	118,700
Operating sub total	26,929	284,831	259,730	25,101	259,730
Total Reserve Expenses	204,691	686,588	1,096,664	(410,076)	1,096,664
Total Expenses	231,620	971,419	1,356,394	(384,975)	1,356,394
Total Assets		1,349,645			
Total Liabilities		190,275			
Total Fund Balances		1,159,370	748,326	est yr end	

Committee Reports:

Architectural –

ACC Requests:

- 4168 Thain – to replace the existing heater and AC units with new units, approved by the ACC. Approval letter sent 2/7/16

Violations – None

Landscaping -

- *Pine tree removal* – Loral has removed the 3 Pine trees at building 4, and has been sent the authorization to install the 2 new trees (Oak and Marina Madrone) per the City's requirements.

Pool/ Recreation

- Pool lights –TC Smith, pool maintenance, is working to restore power to the lights
- Unit pool access gates (building 10 and 11) – Maurice Green will purchase the gate locks for PML's maintenance department to install.
- Required signage – The required signage will be reinstalled on the 2 new main access gates, per County code requirements.
- Gate locks – Maury reported that the gate lock by the hot tub isn't communicating wirelessly so he will move the equipment to a better location. The new pool equipment room electronic lock will be installed this week.

Roofing – It was noted that a report will be prepared to determine if the status of the garage roofs (recent repairs) warrants replacement of the roofs this year. Richard Evans noted that the Committee is continuing to research options for sloped roof replacement material. PML reported that during a recent interior remodeling project at 4137 Thain, Boncore Builders found a few of the sloped roof rafters were cracked. Boncore repaired the rafters at a cost not to exceed \$1,200.

Adjacent Property report – PML was requested to contact Hanna & Van Atta about preparing the small claims documents to recoup the shared expense for the property line fence replacement adjacent to 4146 El Camino.

Manager's report –

- Fence repair - bids were requested for 1) the wood property line fence along the back of building 4 and 5 adjacent to 697, 707 and 711 Florales Drive; 2) the installation of barbed wire along the top of the chain link fence at the El Camino fire lane gate and tennis court; and 3) a bid to extend the top of the wood fence along 4146 El Camino adjacent to building 10 to make it taller.
- Gutter guards – The Board discussed the possibility of installing gutter guards. PML was requested to find contact a representative who installs them to meet and review samples of the products.

UNFINISHED BUSINESS

6.4 Clubhouse bathroom remodeling – Pending a bidders meeting with Orozco, Boncore and IQV Construction companies.

NEW BUSINESS

2.1 Annual meeting of members, 4/19/17 – It was noted that the positions currently held by John Morrissey and Maurice Green are up for re-election this year. Maurice Green stated that he will not be running for re-election this year. The remaining board members agreed to contact potential nomination candidates in order for them to be included on the ballot which will be mailed by March 15th.

PENDING ITEMS

- ***Painting/dry rot repair project*** – PML reported that the project is close to completion, with a couple change orders which need to be completed. Total paid to date is \$505,506.92 which is 19% over the base bid of \$425,745.90.
- ***Residential building lighting replacement*** – Maurice Green reported that he performed a review of the newly installed lights and reported that United Electric has almost completed the installations. Maurice will consider a new fixture to replace the dated sodium vapor fixtures at various locations.
- ***Well pump system repairs*** –The board reviewed a proposal from Garcia Well and Pump to clean out the well and redevelop it, including a new flow test at a cost of \$6,200. On a motion duly made by Richard Evans and seconded by Veena Rajaraman, the Board unanimously approved of the proposal.

- **Deck replacement project** – Pending receipt of the project documents from Richard Avelar & Associates.
- **Security Concerns/flood light installation** – Maurice Green reported that he has located flood lights to install in various locations to better illuminate the surroundings as a deterrent to possible criminal activity.
- **Mailbox insert replacement** – An estimate from Salsbury Industries of \$5,523.37 for the installation of the remaining 6 mailbox inserts was reviewed and approved. Maurice Green will help coordinate the installation and distribution of keys to the residents.
- **Asphalt paving and restriping, CalVac Paving** – scheduled for spring of 2017.

ADJOURNMENT & ANNOUNCEMENTS

The next regular Board meeting was scheduled for March 15, 2017, at 7:00pm in the association’s clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:17pm.

Minutes prepared by:



Deborah McGraw, CCAM-PM
PML Management Corporation



Veena Rajaraman, Secretary
Barron Square Homeowners Association