

# BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

March 18, 2009

## ORDER

The Barron Square Board of Directors Meeting was called to order by President Marla Degner at 7:36pm at the Clubhouse. Board members also in attendance were Joel Davidson, Chris Grillone, and Perky Perkins. Board Member John Morrissey was absent. Also attending was Deborah McGraw representing PML Management Corporation.

## HOMEOWNER FORUM

Chris Grillone, owner of 516 Thain asked if the complex was VA certified. If not, he is interested in researching the information necessary to obtain the certification. Mr. Grillone also stated that if it is determined there is a fee associated with the certification that he would be willing to pay for it. It was agreed to have Mr. Grillone submit an email to the Board with further information, at which time it should be added to the regular meeting agenda.

Joel Davidson, owner of 504 Thain asked if Draeger Construction had placed a lot of crushed rock behind the garages located next to El Camino. Ms. McGraw stated that she will contact Draeger to find out and will have the rock removed.

## AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

## APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Joel Davidson and seconded by Marla Degner, the Minutes of the February 18, 2009, Board of Directors meeting were unanimously approved.

## REPORTS

- **President** – Marla Degner stated that she has decided to run for re-election to the Board during the upcoming annual meeting scheduled for April 15, 2009.
- **Treasurer** – Treasurer, Chris Grillone, reviewed the summary of the financial statement for the period ending 2/28/09 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	39,730	78,891	79,822	(931)
Total Maint. & Repairs	5,302	11,345	15,852	(4,507)
Total Utilities	1,298	5,403	5,848	(445)
Total Admin. Expenses	10,330	14,003	17,134	(3,131)
Total Reserve Expenses	0	26,453	47,308	(20,855)
Total Assets		1,059,709		
Total Liabilities		32,303		
Total Fund Balances		1,027,406		

Mr. Grillone stated that he is concerned about the unusually high expense for Electrical usage stated in the February financial statement. Ms. McGraw will research the information and report at the next meeting.

- **Manager** – The Board reviewed the manager's report presented at the meeting and stated that an up-to-date action list will be presented with the draft minutes to the Board.

### **Architectural & Grounds:**

*Architectural* – Ms. McGraw stated that a letter was sent to 4170 Thain requesting the owner to replace the red window coverings in accordance with the association CC&Rs, Section 6.10, with approved colors.

*Grounds* –

**Landscaping:** Ms. McGraw stated that the next landscape walk is scheduled for March 24<sup>th</sup> and presented notes from the February 9<sup>th</sup> landscape/tree walkthrough for review. The Board then reviewed a proposal from Loral Landscaping to install 4 each ET irrigation controllers at a materials cost per controller of \$2,699 and an installation cost per controller at \$570. Marla Degner made a motion to approve installing all four new controllers at a total installation cost of \$2,280 provided that the Santa Clara County Water District reimburses the Association in full for the materials cost totaling \$10,799. Perky Perkins seconded the motion, which was passed by a unanimous vote.

**Pool & Recreation** – See New Business 3.1 below.

**Adjacent Properties** – Joel Davidson reported that he has spoken with Bob Moss where he stated that the City of Palo Alto will not go onto the neighboring private property in order to remove the graffiti on the inside of the property line fence. Ms. McGraw offered to report the graffiti to the City via their website.

**Emergency Preparedness Committee** – No report.

**Project Review Committee** – No report.

### **UNFINISHED BUSINESS**

**10.2.07 Fine Structure** – The Board discussed the need to understand how they will implement the fines once a fine policy is in effect. Ms. McGraw explained that penalties, such as fines, cannot be imposed against a member unless due process has been followed. It was further discussed that once the fine policy has been formed the Board must send a draft to the membership for 30 days of review and comment. Once the policy has been formally adopted by the Board, notice will be provided to the membership.

**5.1 CC&R Amendment (Rental Restrictions)** – Marla Degner requested, and the Board agreed, to remove this item from the Agenda and will instead be addressed at the upcoming Annual Meeting to be held on April 15, 2009.

**2.4 Asphalt Re-sealing** – Ms. McGraw stated that she is in the process of contacting various vendors in order to provide a bid to repair, reseal and restripe the asphalt driveways throughout the site to be reviewed by the Board at their next regular Board meeting.

**2.5 Garage Door Replacement** – Ms. McGraw reported that once a cost to repair all the existing garage doors has been received from Draeger Construction, the information will be provided to the Board to review against proposals for replacement of the existing doors with roll-up vinyl doors.

### **NEW BUSINESS**

**3.1 Virginia Graeme Baker Pool and Spa Safety Act** – Ms. McGraw provided a brief description of the new Virginia Graeme Baker Pool and Spa Safety Act (VGB) which became effective on December 19, 2008. The Board then reviewed a proposal submitted by Cool Pool to drain the pool and install an AS Channel Drain to the bottom drain line and install AS retrofit kits to the skimmer equalizer ports at a cost of \$1,850. It was particularly noted that the spa is not a commercial spa and therefore there are no VGB covers currently available for it in order to make it compliant. After some discussion a motion was made by Marla Degner to accept the retrofit proposal for the pool. Chris Grillone seconded the motion, which was approved by a vote of three in favor and Joel Davidson against. After discussion regarding the spa, a motion was made by Chris Grillone to post notices stating that the spa is closed, due to the requirements of the VGB Act, until it can be retrofitted with the necessary equipment in order to become VGB compliant. Marla Degner seconded the motion. Upon the vote, Perky Perkins and Joel Davidson voted against and therefore with a tie, it was agreed that a decision would not be made until the next regular Board meeting.

**3.2 Common Area Window Cleaning** – Ms. McGraw stated that she has contacted Bright Outlook to provide a bid to clean the Clubhouse windows at the Association's cost. When the work is scheduled, Bright Outlook will also post notices throughout the site notifying owners that too can have their windows cleaned by the same company at their cost, but at a reduced price.

## PENDING ITEMS


- *The Well* – Perky Perkins reported that she has spoken with Milo Gwosden who recommends contacting Mr. Able Espinosa, Advanced Water Systems, who has the expertise for providing project management for this work and obtain a bid for this service. Ms. McGraw will follow up with Mr. Gwosden.
- *Structural Repairs, Painting and Wood Shingle Maintenance* – The Board unanimously approved by email the Draeger Addendum #2, dated 2/18/09, providing a section on Termination by Owner. The Board reviewed a spreadsheet provided by Ms. McGraw identifying Draeger Construction's change orders received from January 8, 2009 to March 18, 2009 which totaled approximately \$75,000. The Board expressed their concern about the amount of change orders, which have totaled about 27% of the original construction bid price. However, it was also discussed that many of the residents are very happy with the level of Draeger Construction's professionalism and like the appearance of the wood shingled buildings, now that they have been cleaned and stained.
- *2008 Audit and Tax Preparation* – Pending completion by Levy.
- *4135/37 Thain Concrete Work* – With regard to Draeger Construction's change order #14 for the concrete walkway replacement at 4135/37 Thain, Ms. McGraw was asked to have them reduce their bid price at \$4100 to the previously received bid from TW Frisch at \$3900. Marla Degner moved, and Joel Davidson seconded a motion to approve this change order but not to exceed \$3900. It was approved unanimously.
- *Comcast Services Agreement* – Ms. McGraw stated that she will contact the most recent Comcast representative in order to provide them with the approved documents and will request a start date for the on-site cable wiring upgrade work.

## ADJOURNMENT & ANNOUNCEMENTS


Ms. McGraw announced that the Annual Meeting of Members is scheduled for Wednesday, April 15, 2009, and the next regular Board of Directors Meeting is scheduled for Wednesday, May 20, 2009, at 7:00pm in the Clubhouse. Joel Davidson also announced that the Barron Park "Green" meeting is scheduled for April 13, 2009, at the Barron Square Clubhouse.

There being no additional business before the Board, the Meeting was adjourned at 9:14 pm.

Minutes prepared by:

  
Deborah McGraw, CCAM  
PML Management Corporation

Attested:

  
Perky Perkins  
Secretary