

## BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

November 17, 2010

### ORDER

The Barron Square Board of Directors Meeting was called to order by President Marla Degner at 7:13pm at the Clubhouse. Board members also in attendance were E. Perky Perkins and John Morrissey. Board members Brooke Bailey and Chris Grillone were absent. Also attending was Deborah McGraw and Mark D'Ambra of PML Management.

### HOMEOWNER FORUM

Perky Perkins, owner of unit 514 Thain, stated that she has experienced some very minor leaking at the chimney since the repairs last year. She will notify management if it leaks again.

### AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

### APPROVAL OF PREVIOUS MEETING MINUTES

Based on unanimous email consent, the following Minutes were approved:

August 24, 2010 Executive Session Meeting Minutes

September 29, 2010 Board Meeting Minutes

September 29, 2010 Executive Session Meeting Minutes

On a motion duly made by Marla Degner and seconded by Perky Perkins, the Minutes of the October 14, 2010, Board of Directors Meeting were unanimously approved, as corrected. On a motion duly made by Marla Degner and seconded by John Morrissey, the Minutes of the October 14, 2010, Executive Session were approved, as corrected.

### REPORTS

Treasurer – Deborah McGraw presented a summary of the October 2010 financial statement as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	40,386	406,602	402,610	3,992
Total Maint. & Repairs	(2,875)	72,722	80,330	(7,608)
Total Utilities	2,988	26,867	31,750	(4,883)
Total Admin. Expenses	7,230	89,323	84,990	4,333
Total Reserve Expenses	30,866	90,663	109,300	(18,637)
Total Assets		965,649		
Total Liabilities		19,444		
Total Fund Balances		946,205	1,018,070	est yr end

Deborah McGraw presented information on PML's plan to move to ASAP Collection Agency, which provides better service. On a motion duly made by Marla Degner and seconded by John Morrissey, it was approved unanimously to move to ASAP Collections, contingent upon the nonexistence of a cancellation clause.

Architectural – No report.

Landscaping – The Board reviewed a proposal from Loral Landscaping to prune the Pine trees at the tennis court and at El Camino Real at a cost of \$1,697. On a motion duly made by Marla Degner and seconded by Perky Perkins, the motion passed unanimously.

Grounds – no report.

Pool & Recreation – The Board reviewed the annual report from the Santa Clara County Health Department regarding the pool and spa. PML has already performed the minor fixes required.

Adjacent Properties – No report.

### UNFINISHED BUSINESS

3.1 Window Replacement – Deborah McGraw reported that Franciscan Glass never provided any information on the window replacement. The item was tabled to next year due to insufficient information for any presentation to

owners. PML is to send a letter to owners informing them that if they wish to install double pane windows this year in order to get the Federal Stimulus rebato, they should go ahead, and to also request Architectural Review forms for submission to the Board.

**6.1 HOA website** –After some discussion, the Board agreed that a proposal should be submitted by the Website Committee identifying the items that would be provided on the website, how it will be made secure so that only owners and residents can view it, who will be responsible for the monthly maintenance of the website, and what, if any, costs would be involved.

**9.1 2011 Budget** – The Board reiterated their approval of the 2011 budget, at the November 10, 2010, Executive Session meeting, and at that meeting it was also voted on and passed unanimously not to increase the monthly dues and to keep the replacement reserve account at a level of 50% funded. At this meeting, it was requested that the well costs be added to the Budget in January 2011.

**9.3 550 Thain Flat Roof Replacement** – Deborah McGraw recommended hiring an independent roofing inspector who would identify the potential source of the leak and prepare specifications for the repair that all vendors would bid from. After some discussion Marla Degner made a motion to approve the hiring of Jack Weicks at a cost not to exceed \$1500. John Morrissey seconded the motion, which was passed by unanimous vote.

## NEW BUSINESS

**11.1 2011 Insurance Renewal** – Deborah McGraw presented the insurance renewal information which has been received from State Farm and Walton Insurance as follows:

### State Farm

Increase coverage to \$15,307,100 with a premium at \$29,482 – a \$54 increase from last year.

### Walton Insurance

QBE Specialty with a premium of \$31,705.60 for a 15% deductible

Option for a 10% deductible at a premium of \$35,291.93

2010 earthquake insurance is at a 25% deductible with a \$25,832 annual premium.

After some discussion a motion was made by Marla Degner and seconded by Perky Perkins to approve of the earthquake insurance renewal with QBE Spccialty as the carrier with a 15% deductible at an annual premium not to exceed \$31,705.60, contingent upon clarification of the premium from Walton Insurance. Marla Degner then made another motion, seconded by Perky Perkins, to approve the renewal with State Farm insurance for the Association's Master Insurance Policy at an annual premium of \$29,482. The motion passed by unanimous vote.

**11.2 Email Communication to Owners** – Deborah McGraw discussed Civil Code §1350.1, Methods of Document Delivery, and stated that the Association can offer email distribution of disclosure documents instead of sending them via the US Mail. The Board decided to table this item to the next Board meeting for further discussion.

## PENDING ITEMS

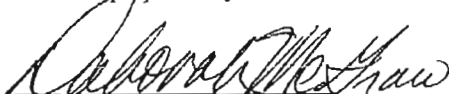
**The Well** – Dcborah McGraw stated that the Harmsco filter has been installed and the system is currently being flushed of the silt buildup before the irrigation system is turned back over to well water. The Board asked to have Loral Landscaping determine if the amount of silt has been sufficiently reduced in order to supply the irrigation system with well water.

**Comcast Services Agreement (Re-wiring project)** - Pending clarification of existing outlets and trenching map.

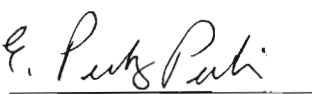
## ADJOURNMENT & ANNOUNCEMENTS

The next regular Board of Directors meeting was scheduled for 7pm on January 19, 2011, in the Association's Clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 8:28pm.

Minutes prepared by:

  
Deborah McGraw, CCAM  
PML Management Corporation

Attested:

  
E. Perky Perkins  
Secretary