

BARRON SQUARE HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 January 19, 2011

ORDER

The Barron Square Board of Directors Meeting was called to order by Vice-President John Morrissey at 7:02pm at the Clubhouse. Board members also in attendance were Brooke Bailey, E. Perky Perkins, and Chris Grillone. Board member Marla Degner was absent. Also attending was Deborah McGraw of PML Management.

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:

- November 10, 2010 Executive Session Meeting Minutes
- November 10, 2010 Board Meeting Minutes

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	40,523	447,125	442,871	4,254
Total Maint. & Repairs	11,707	84,428	88,363	(3,935)
Total Utilities	2,913	29,780	34,925	(5,145)
Total Admin. Expenses	15,965	105,289	93,489	11,800
Total Reserve Expenses	7,215	97,879	120,230	(22,351)
Total Assets		967,772		
Total Liabilities		18,845		
Total Fund Balances		948,927	1,018,070	est yr end

Architectural – Based on email approval the following requests were approved:

- 4162 Thain – to remodel the kitchen and replace the existing lights with new, recessed lighting.
- 533 Thain – to replace the existing furnace with a new furnace.

Landscaping – The Board reviewed a proposal from Loral Landscaping to upgrade the final phase of the irrigation system with new sprinkler heads at a cost of \$3,630. On a motion duly made by Chris Grillone and seconded by Brooke Bailey, the proposal was unanimously approved. The Board then reviewed a final version of the tree map provided by Loral Tree Service. Based on a current health assessment, a list of tree pruning has been identified for the 2011 year. Deborah McGraw will contact Loral Tree Service for a proposal to complete this work, prioritizing the most critical items with a 1 and the least critical with a 3. Deborah McGraw stated that since the irrigation system will be turned back on using the well water, the hose bibs throughout the site have been capped because the water is now non-potable. In order to provide common area water to various vendors, such as the gutter cleaner, a proposal was submitted from Loral to install a quick coupler at the existing hose bibs at a cost of \$240

per location. After some discussion a motion was made by Chris Grillone to approve installing 10 quick couplers throughout the site, enough to reach each building, at a cost not to exceed \$2,400. The motion was seconded by Perky Perkins and unanimously approved. Perky Perkins and Brooke Bailey agreed to determine the appropriate locations and discuss this with Deborah McGraw before the work is completed. Deborah McGraw then stated that the following proposals from Loral Landscaping have been approved and completed:

Estimate #2010-1467 landscape improvements	\$580
Estimate #2010-1255 tree work	\$1,697

Grounds – Deborah McGraw stated that during landscape walkthroughs, it was observed that the fence across from 539 Thain has significant termite damage. The Board then reviewed the following two proposals to remove and replace the two sections of fence: All Fence at \$720 and Durham Fence at \$1,980. After some discussion a motion was made by Chris Grillone to approve of the proposal from All Fence. Brooke Bailey seconded the motion, which was unanimously approved. Perky Perkins then reported that she has spoken with Mike Nafziger of the City of Palo Alto regarding painting of the red curbs on Thain Way. Mr. Nafziger stated that the approval for the Association to take over painting responsibility is in progress, and he will contact her with additional information so the agreement can be processed.

Pool & Recreation – Deborah McGraw stated that Cool Pool has been authorized to perform the annual filter cleaning and back wash of the pool and spa, as necessary, at a cost of \$160 plus any internal components, if needed. A couple of residents reported that they have found the spa cold on various occasions. After inspection by Cool Pool, it has been determined that the Safety Vacuum Release System (SVRS), installed per the VGB Pool and Spa Safety Act, has a leak, allowing air to enter into the spa pump system. When this occurs, the spa pump and heater shuts down. Cool Pool will attempt to adjust the SVRS. If they cannot, then Deborah stated that she will contact Scuba Pool Repair, who installed the system.

Adjacent Properties – Perky Perkins reported that the bar on El Camino Way has closed, and that the owner is apparently looking to sell the liquor license to a new owner.

UNFINISHED BUSINESS

3.1 Window Replacement – No report.

6.1 HOA website – Chris Grillone reported that he has met with Maury Greene in December 2010 and more information will be provided to the Board next month.

9.3 550 Thain Flat Roof Replacement – Deborah McGraw reported that Ron Park of Wiecks Associates, Inc. has inspected the roof over 550 Thain and found that it appears that the skylights installed by the owner have reduced the roof's ability to drain ponding water. Even though the roof leak does not exist at this time, it is their recommendation to make alterations to the roof to allow for the proper drainage. I have requested a proposal from Wiecks Associates, which would include writing a detailed scope of work to be sent to various roofing vendors for bidding purposes. The Board also requested Deborah McGraw notify the owner of 550 Thain that the installation of the skylights appears to have caused the roofing issues and that she will be responsible to pay for the modifications to the roof drainage.

11.2 Email Communication to Owners – No action.

NEW BUSINESS

1.1 Appoint Nominating Committee – Perky Perkins and Chris Grillone offered to volunteer for the Nominating Committee for the upcoming Annual Meeting to be held on April 20, 2011, where the directors up for re-election will be Marla Degner and John Morrissey. On a motion duly made by Perky Perkins and seconded by Chris Grillone, PML Management was appointed as the Election official in order to receive proxies and ballots prior to the meeting.

1.2 PML Invoicing Memo – Deborah McGraw explained that PML would like to implement scanning and sending regular monthly invoices, such as landscaping, pool service, janitorial, and utility invoices to the Board for approval. Once approved by two Board members, PML will cut a check and sign it on the Association's behalf from their operating account in order to speed up payment to the vendors. On a motion duly made by Chris Grillone and seconded by Perky Perkins, the motion was passed unanimously.

PENDING ITEMS

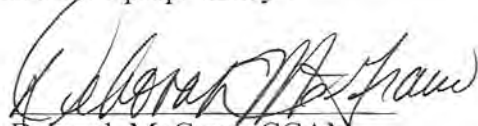
The Well – Deborah McGraw stated that after repairs to the filters was completed and both filters were backwashed, the excess silt was gone and they are now in service. The Harmsco filter that Garcia Well & Pump installed appears to be working well by collecting all the excess silt. Loral Landscaping has agreed to clean the filter on Tuesday and Fridays (without charge), since it plugs up very fast with silt. However, since it has been raining all irrigation has been turned off, including the well.

Comcast Services Agreement (Re-wiring project) – No report.

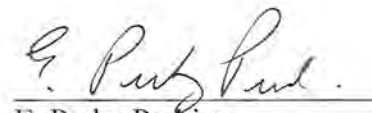
ADJOURNMENT & ANNOUNCEMENTS

The next regular Board of Directors meeting was scheduled for 7pm on February 16, 2011, in the Association's Clubhouse. There being no other business to come before the Board, the Meeting was adjourned into Executive Session to discuss the Litigation at 8:42pm.

Minutes prepared by:


Deborah McGraw, CCAM
PML Management Corporation

Attested:


E. Perky Perkins
Secretary