

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

May 18, 2011

ORDER

The Barron Square Board of Directors Meeting was called to order by President Maurice Green at 7:04pm at the Clubhouse. Board members also in attendance were Brooke Bailey, Chris Grillone, and E. Perky Perkins. Director John Morrissey was absent. Also attending was Deborah McGraw of PML Management.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

There was a discussion regarding concern about residents giving out their keys to the tennis court to non resident friends to use the facilities without the resident present.

With respect to the RV's continually parking in front of the vacant lot, adjacent to Barron Square, on El Camino, it was noted that there is a proposed regulation which would make it illegal to live out of your vehicle parked on the city streets. Chris Grillone (516 Thain) requested Deborah McGraw to contact Medallion Glass to determine why his leaking window seals have not yet been replaced.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by Perky Perkins, the Minutes of the March 16, 2011, Board of Directors Meeting were unanimously approved, as submitted, with Maurice Green abstaining.

REPORTS

Treasurer – Deborah McGraw presented a summary of the April 2011 financial statement as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	40,550	162,109	162,600	(491)
Total Maint. & Repairs	4,447	29,011	29,360	(349)
Total Utilities	1,337	6,603	10,536	(3,933)
Total Admin. Expenses	8,027	35,723	37,532	(1,809)
Total Reserve Expenses	12,536	24,757	73,748	(48,991)
Total Assets		1,052,731		
Total Liabilities		15,229		
Total Fund Balances		1,037,502	1,018,070	est yr end

Deborah McGraw stated that there is a negative amount for the month of April in the operating fund income statement since the large trimming project was reclassified into the reserve account. There is also a balance in the CAB money market account since the April transfer check was mistakenly deposited into this account instead of the Merrill Lynch account. PML has contacted their representative at CAB and asked them to cut a check for that amount so it can be deposited into the correct reserve account.

Architectural – Deborah McGraw stated that due to their physical disabilities, the owners of 4162 Thain would like formal approval from the Board to place their garbage can underneath the stairs at the front door entrance for curbside pickup arrangements which they have made with Greenwaste of Palo Alto. After some discussion, a motion was made by Perky Perkins and seconded by Brooke Bailey to allow the owners to place their garbage can in the alternate location. The vote was approved with 3 in favor and 1 abstention. The Board then reviewed a letter sent to the owners of 531 Thain concerning the installation of the wire on the patio fence without prior approval. Deborah McGraw was requested to confirm if it's been removed or contact the owners to determine if they want to ask permission to keep it. Maurice Green agreed to follow-up with Joe D'Agostino on choices for small trash room latches.

Landscaping – The Board review the notes from the April 1st and May 6th landscape walkthrough and then reviewed a proposal provided by Loral to address the Cotoneaster berries by removing a large section of the shrubs. The Board

requested a cost to apply a growth inhibitor in the spring time to prevent the berries from forming. Loral was also asked to prune the shrubs away from the existing Pear trees as a part of their regular maintenance.

The Board reviewed a request from Margaret Ledford (4130 Thain) regarding landscape concerns which will be reviewed at the next landscape walkthrough. Deborah McGraw stated that McClenahan Pest Control has been requested to trace and treat the bleeding areas on the trunk of the Oak tree #210 at a cost of \$250. The Board then reviewed tree pruning requests for backyard trees at 4166 and 4131 Thain. Due to possible safety concerns on the stability of the large eucalyptus tree that straddles the fence behind 550, PML was requested to have Loral have an expert arborist opinion performed to decide if any action is needed. PML to contact adjacent owner regarding the condition of the Pine trees behind 562, with particular attention to power lines.

Grounds – The Board reviewed a structural walkthrough report provided by Joe D’Agostino of PML Management which was prepared when he met with Laszlo Tokes on site as requested by the Board. The report identified many missing or slipped roof tiles as well as various maintenance items addressed on the various buildings. PML was requested to provide a cost for the repair of these items and a price from Frank Faila Roofing for replacement of the roof tiles.

Pool & Recreation – As requested, Cool Pool inspected the sauna since it was reportedly not working. Upon inspection, it was found that there are 3 bad heating elements and the timer is bad due to an unknown party placing rocks and water onto the heating element. Therefore a proposal has been submitted by Cool Pool to install a new heater and timer at a cost of \$1336.11. Chris Grillone made a motion to approve the proposal from Cool Pool. Brooke Bailey seconded the motion, which was passed by a unanimous vote. It was also suggested that Cool Pool make a sign for the sauna indicating it is a dry system and water is not to be put on the heating elements.

Adjacent Properties – Red Curb painting: Perky Perkins reported that she has spoke with Mike Nafziger and the Board’s request is still being reviewed.

UNFINISHED BUSINESS

3.1 Window Replacement – There was much discussion regarding replacement of windows throughout the complex. Maurice Green explained that if a window breaks, then it can still be replaced with a single pane of glass. It does not have to be replaced with dual paned glass. With that information, the Board reviewed updated proposals from Medallion Glass to replace the weather stripping on windows and another for an insulated glass conversion of the existing single paned glass to dual paned glass. It was agreed to send a poll to all of the owners asking for their input on whether the Board should proceed with a formal vote to give controls of the window replacement to the owners from the Association. It was also noted that the Association’s current reserve study does not include an allowance for window replacement and only a small amount for annual repair costs, as necessary.

6.1 HOA website – Maurice Green stated that he is continuing to develop a proposal for an Association website.

3.1 Pool Security – In an effort to help identify non residents, the Board reviewed a proposal from Fast Signs to make 65 each 4”x5” acrylic pool passes at a cost of \$1558.19. After some discussion, this item was tabled to next month for further discussion.

NEW BUSINESS

5.1 502 Thain – Mold Remediation – Pending completion by the City of Palo Alto.

5.2 555 Thain – Water Damages – The owner of 555 Thain has requested reimbursement for water damages due to a sewer back up in their unit. The owner reported that the kitchen sink had been draining very slowly so he inspected the drain underneath the sink. On 4/19/11, while inspecting the pipe, the owner stated that it burst sending “black” water onto the kitchen floor and out into the hallway. They contacted Roto Rooter to clear the common 2-inch sewer line connecting 557 and 555 Thain, as well as repair the pipe underneath the sink in 555 Thain, at a cost of \$233.39. The owner tried to clean up the water, but eventually contacted Service Master on 4/20/11 to finish the clean up. An invoice has been provided for this service at a cost of \$2620.41. It was noted that the owner’s insurance has provided for the flooring replacement, but not reimbursement of the Roto Rooter or Service Master costs. Deborah McGraw was requested contact the owner’s insurance agent for clarification.

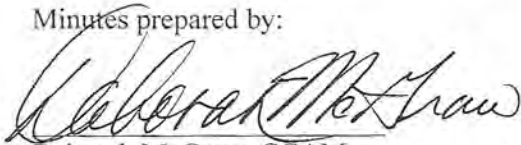
PENDING ITEMS

- *The Well* – The well is up and running according to Loral Landscaping.
- *Comcast Services Agreement (Re-wiring project)* – Maps have been provided showing the proposed trenching locations. There was some discussion regarding coordination with Comcast and the owners for in-unit access. Maurice Green agreed to speak with the subcontractors hired by Comcast for further clarification. The Board agreed to table this for further discussion next month.
- *550 Thain roof repairs* – No report. PML is waiting for another opinion as to the current roof condition.
- *2011 Reserve Study* – Reserve Analysis preparing 3 year reserve study.

ADJOURNMENT & ANNOUNCEMENTS

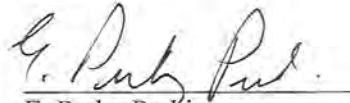
The next regular Board of Directors meeting was scheduled for 7pm on June 15, 2011, in the Association's Clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 10:23pm.

Minutes prepared by:



Deborah McGraw, CCAM
PML Management Corporation

Attested:



E. Perky Perkins
Secretary