

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

October 20, 2011

ORDER

The Barron Square Board of Directors Meeting was called to order by President Maurice Green at 7:04pm at the Association's 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

The owner of 4106 Thain stated that the landscape light on the path from their front door to the garages does not provide enough light. After some discussion it was agreed to have PML see if a temporary solar light can be installed until the Lighting Committee comes up with a better solution.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Maurice Green and seconded by Brooke Bailey, the Minutes of the September 21, 2011, Board of Directors Meeting, were unanimously approved, as submitted.

REVIEW ACTION LIST

The Board reviewed the action list and updated some of the content.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	40,469	364,512	365,850	(1,338)
Total Maint. & Repairs	6,265	66,295	66,060	235
Total Utilities	2,670	20,665	23,706	(3,041)
Total Admin. Expenses	7,440	73,779	84,447	(10,668)
Total Reserve Expenses	2,001	43,848	165,933	(122,085)
Total Assets		1,139,320		
Total Liabilities		7,909		
Total Fund Balances		1,131,411	1,018,070	est yr end

Chris Grillone also stated that the \$53,000 CD which renewed on 10/3/11 has rolled into the Association's Merrill Lynch money market account. The next \$51,277.19 CD is due on 11/21/11.

Architectural – The Board reviewed a request from the owner of 550 Thain to install two new windows. After some discussion a motion was made by Chris Grillone to approve of the request, which was seconded by Brooke Bailey, and unanimously approved by the Board.

Landscaping – The Board reviewed the notes from the landscape walkthrough performed on 10/10/11. Deborah McGraw reported that a proposal for Loral to install various plants was approved at \$282.50. There was discussion about a letter which was sent to the residents of an adjacent property at 4171 Verdosa regarding sharing the cost to prune the large Eucalyptus tree next to 550 Thain. However, no response has been received from the resident. Another letter was also sent to the resident of 675 Florales asking them to prune their Pine trees next to 562 Thain. Deborah McGraw stated that the resident has responded asking if the Association will share the cost. The Board decided not to offer sharing the cost since the trees are entirely on the adjacent property. It was agreed to respond to the owner stating that it is their responsibility to maintain the trees and if there are damages to the Association's property from falling branches, then they will be liable for the damages incurred. Deborah McGraw was requested to also contact the Palo Alto Utilities to make them aware that many of the branches are growing through their power lines.

Grounds – The Board reviewed a request from the tenants at 533 Thain to power wash their stairwell which accumulates moss and could be a slipping hazard. Deborah McGraw stated that PML Maintenance has inspected the entire property and provided a cost to power wash stairwells with danger of slipping hazards at a cost of \$775. After some discussion a motion was made by Perky Perkins to approve the proposal, which was seconded by Brooke Bailey, and unanimously approved by the Board.

Lights – No report.

Garage Doors – No report.

Pool & Recreation – No report.

Adjacent Properties – The Board discussed a request received last month from the owner of 539 Thain regarding the antenna located on the roof of the Zen Hotel next door to their property, asking the Board to extend the fence height to hide the view of the antenna. Perky Perkins stated that she has discussed this with the hotel and they will determine if the antenna is active. If it is, then they will ascertain if it can be moved closer to El Camino so as not to be visible from the Barron Square residents. If it is inactive, then the antenna will be removed.

UNFINISHED BUSINESS

6.1 HOA website – Maurice Green reported that the website development has been completed and suggested launching and announcing it to the residents at the October Social. He also suggested that when implemented, it be on an opt-in basis.

8.1 2012 Draft Budget – An Executive Session Budget meeting has been set for 11/8/11 at 7pm in the Association's Clubhouse.

9.2 PML Management Agreement, 10/1/11 – During an Executive Session on October 13, 2011, Chris Grillone made a motion to accept the PML contract at the increased price, effective October 1, 2011. The motion was seconded by Brooke Bailey and unanimously approved by the Board.

NEW BUSINESS

10.1 CC&R Amendment Ballot – Deborah McGraw stated that the CC&R amendment ballot has been mailed to all owners. All ballots are scheduled to be opened at the 11/16/11 Board Meeting.

10.2 Season's Greetings to Landscapers – After much discussion about giving a \$50 tip to each of the two regular gardeners with Loral Landscaping, a motion was made by Maurice Green to approve of the expense. Brooke Bailey seconded the motion, which was approved by a vote of 3 in favor and 1 against.

10.3 Insurance Review for renewal on 12/31 – The Board discussed section 7.5 of Article VII in the CC&Rs referring to owner insurance coverage. In section 7.5 it specifically states: "Each owner shall insure his or her personal property against loss and obtain comprehensive personal liability insurance of at least \$100,000." Since there have been a couple claims between owners recently, the Board agreed to send a request to all owners asking them to provide a copy of their insurance coverage to the Association in order to be included with their unit file. Deborah McGraw will prepare a letter to all the owners which will be sent out after January 1st.

PENDING ITEMS

Comcast Re-wiring project – Maurice Green stated that he has attempted to contact Lisa Hmelar of Comcast regarding the re-wiring project. However, no response has been received. During discussion Perky Perkins asked to delay the project until after the New Year with the exception of having Building 8 be done as soon as possible to be the model for the other buildings.

550 Thain Roof Inspection – Deborah McGraw reported that A&B Roofing has declined to bid on re roofing the flat roof over 550 Thain. Izmirian Roofing has scheduled an appointment on 10/26/11 to inspect and provide a proposal.

2011 Reserve Study – A draft reserve study prepared by Reserve Analysis Consulting was provided to the Board. It was agreed to review the draft and discuss comments at the upcoming Budget meeting scheduled for 11/8/11.

502 Thain (Interior Remodeling) – The Board reviewed a preliminary scope of work provided by the City of Palo Alto for the interior remodeling of 502 Thain. Chris Grillone stated that he is concerned with their proposal to install an electrical fireplace since this may affect the existing condition of the fireplace and chimney. Another concern was for the City to test the kitchen linoleum for asbestos. It was the Board's recommendation to install new flooring over the existing linoleum, if asbestos is found in the existing flooring.

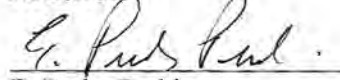
ADJOURNMENT & ANNOUNCEMENTS

The next regular Board of Directors meeting was scheduled for 7pm on Thursday, November 16, 2011, in the Association's Clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 8:52pm.

Minutes prepared by:


Deborah McGraw, CCAM
PML Management Corporation

Attested:


E. Perky Perkins
Secretary