

# BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

January 18, 2012

## ORDER

The Barron Square Board of Directors Meeting was called to order by President Maurice Green at 7:12pm at the Association's Clubhouse. Board members also in attendance were Brooke Bailey, Chris Grillone, John Morrissey, and E. Perky Perkins. Also attending was Deborah McGraw of PML Management.

## AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

## HOMEOWNER FORUM

Perky Perkins submitted an architectural request from the owner of 510 Thain to replace lighting in the kitchen, install floating laminate floor in the living room, dining room and bedroom and install matching ceramic tile to the small entry way and kitchen. The Board agreed to discuss the request further during the architectural report later in the meeting.

## APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Maurice Green and seconded by John Morrissey, the Minutes of the November 16, 2011, Board of Directors Meeting, were unanimously approved, as submitted.

On a motion duly made by Brooke Bailey and seconded by Maurice Green, the Minutes of the December 15, 2011, Board of Directors Meeting, were unanimously approved as submitted. During the December 15 meeting, the Board approved architectural requests from 4150 and 4170 Thain to install new windows and doors, approved the proposal from Draeger Construction to investigate and repair the dry rot to the balcony of 4112 Thain, and opened and counted the ballots for the CC&R Amendment, which passed by a majority of the owners.

## REVIEW ACTION LIST

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

## REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	39,833	484,369	487,807	(3,438)
Total Maint. & Repairs	6,945	91,293	88,100	3,193
Total Utilities	1,787	29,078	31,600	(2,522)
Total Admin. Expenses	7,719	97,054	112,800	(15,546)
Total Reserve Expenses	22,956	71,185	221,240	(150,055)
Total Assets		1,186,222		
Total Liabilities		18,946		
Total Fund Balances		1,167,276	1,018,070	est yr end

Treasurer Chris Grillone reported that he has invested in two CDs with values of \$249,000 and \$150,000.

Architectural – The Board discussed the following:

- As requested, a letter was sent to 542 Thain regarding a window covering violation. The owners have confirmed that they will bring their window coverings into compliance.
- The owner of 4137 Thain submitted a revised architectural request for permission to install an air conditioning unit in a different location, than originally discussed, which is near the bedroom window of 4135 Thain. After some discussion Maurice Green made a motion to approve of the architectural request subject to notifying 4135 Thain and thereby giving them a chance to comment on the new location, within 10 days, to the Board. Perky Perkins seconded the motion, which was unanimously approved.
- The Board reviewed the request from 510 Thain as described in the Open Forum. On a motion duly made by Perky Perkins, and seconded by Maurice Green, the Board unanimously approved of the request.
- The Board discussed the door frames on the back of 4170 Thain which had been replaced by a previous owner, but are not consistent with the approved colors. The Board asked Deborah McGraw to have her maintenance crew inspect the frames to determine if they could be painted.

- Deborah McGraw then reported on the following architectural approvals which were granted since the last Board meeting:

Date Received	Address	Description of Work	Status
11/1/11	4150 Thain	Replace windows in the kitchen, dining and living area	Approval letter sent 12/19/11
11/30/11	4170 Thain	Replace 1 patio door and 1 large window	Approval letter sent 12/19/11
12/13/11	4137 Thain	Install ac unit (original request)	12/19/11
12/13/11	4137 Thain	Replace all windows with color matched vinyl double pane inserts, replace one sliding glass door and replace glass panes at entry with new double pane opaque glass	12/30/11

**Landscaping** – Deborah McGraw stated that the owners of 675 Florales (adjacent to 562 Thain) have requested a proposal from Loral Tree Service to remove 1 Pine tree and prune/treat the remaining 3 trees. Upon receipt, Deborah will provide a copy of the proposal to the Board for discussion since the owners have asked the Association to help pay for the work. A request has been sent to the City of Palo Alto utilities department to have the trees cut away from the power lines. The utility department said that PML would need to contact the City to have the work completed. Perky Perkins stated that the irrigation quick coupler near 564 Thain needs to be moved to a more accessible location. The Board agreed to have Loral move the quick coupler closer to the building for better access.

**Grounds** – There was a discussion regarding the dilapidated condition of the property line fence which borders the adjacent homes on Interdale. Deborah McGraw was requested to obtain a cost for its replacement as well as requesting a separate bid/suggestions for possible better design.

**Lights** – Maurice Green reported that he has met with Modern Electric, who installed the light at the corner of the landscaping by 4110 Thain. Maurice was provided names of lighting designers with whom he will meet to discuss the proposed changes to the pathway, front door entrance, garage and stair lighting.

**Garage Doors** – Maurice Green reported that he will meet with Joe D’Agostino of PML Management and develop a list of doors needing repairs, and in particular, looking for signs of dry rot. This will be done during the next structural inspection. Maurice also noted that it is the intent of the Committee to have all components of the garage doors inspected inside and out, excluding the electronic openers/motors, and have adjustments made as necessary. It was agreed to have Maurice post a notice on the association’s website asking owners to contact PML if they are currently experiencing problems with the garage doors which are not related to the electronic openers/motors. In addition, Maurice Green will send a copy of this notice to Perky Perkins for inclusion in the February Newsletter.

**Pool & Recreation** – No report.

**Adjacent Properties** – Perky Perkins reported that she talked with Steven Bruce, the new owner of the bar on El Camino Way, (formerly Dan’s) in order to discuss the past noise problems and gave suggestions on mitigation.

## UNFINISHED BUSINESS

**11.1 Association files in storage** – Deborah McGraw stated that currently, there are 9 association boxes in PML’s storage facility. 1 box each of the following: 1980-1987, 1988-90, 1991-1993, 1994-1995, 1995, 1996-99, 2000; and 2 boxes with no information on outside of box. After some discussion the Board asked Deborah to obtain quotes from various companies to scan the contents of the existing files. PML will also ascertain which documents need to be kept in original hard copy form.

**11.2 Deck/Balcony storage** – The Board discussed items stored on balconies, which are considered unsightly and require prior permission from the Board for them to be placed on the balconies and patios, which are considered exclusive use common area. It was determined that if an owner is unsure as to the items they want to place on the balcony, they should contact the Board to seek their advice prior to putting the items on the balcony. Maurice Green will prepare a notice for the website, as well as provide same to Perky Perkins for the February Newsletter.

## NEW BUSINESS

**1.1 2012 Changes in HOA Law** – Deborah McGraw provided information regarding the 2012 changes in the Civil and Corporations Code.

- SB 563 – Changes to the Open Meetings Act Civil Code Section 1363.05
  - Bans Board action via email and prohibits the board from discussing any item of association business via email.
  - An exchange of information can be distributed via email between the Board members or from the manager to the Board. However, no decisions can be made.

- o In the case of an emergency situation, only the President or two Board members can call the emergency Executive session. Email consent has to be unanimous. However, if a conference call is set up, all Board members must be in attendance and the decisions need not be unanimous.
- o A Notice/brief Agenda must be posted for nonemergency executive sessions at least 2 days in advance in a prominent place in the common area. Minutes of the meeting must be kept with the Association's files. The date, time, participants and general subject of the meeting must be put in the next Board meeting minutes.

Since the Board cannot vote any longer to approve architectural requests between board meetings, it was agreed that the Procedure for Alterations and Modifications would need to be changed to state that the Board has up to 60 days to provide a written decision to an owner after receipt of the architectural request. Deborah McGraw was requested to draft a cover letter to all owners advising them of the change in this rule and asking the owners for comments in the next 30 days before the change is effective.

**1.2 4112 Thain balcony repairs by Draeger** – Based on approval at the 12/15/11 Board meeting, Draeger has been authorized to proceed with Option 1 first, which is to remove the soffit for further investigation of the deck framing deterioration. The Board asked to have Draeger inspect the unit's other decks in order to determine their structural stability.

**1.3 Auditor Assignment** – Deborah McGraw stated that Marco Lara, who has prepared the Association's year-end financial review and taxes for many years, has decided to leave Levy, Erlanger & Company to start his own business. Levy provided a letter advising the Board that they would allow Marco to keep the account. Marco Lara provided a new engagement letter for signature that is the same price as with Levy, an estimated total of \$2925. After some discussion, Perky Perkins moved, Maurice Green seconded, and the Board approved unanimously to stay with Mr. Lara. Maurice Green signed the new engagement letter.

**1.4 Repairs to the Well** – Deborah McGraw stated that she has been notified by Abel Espinoza, Advanced Water Systems, that the outlet tubing to the chlorine tank needed to be replaced since it was becoming brittle from UV exposure. The Board asked Deborah to contact Mr. Espinoza to determine if the tubing can be covered to prevent the UV exposure from ruining the tubing in the future.

**PENDING ITEMS**

- **Comcast Re-wiring project** – No report.
- **550 Thain Roof Replacement** – Deborah McGraw stated that two change orders have been received during the re roofing of the flat roof over 550 Thain by Platinum Roofing. \$95 to replace one sheet of plywood and \$300 for the installation of 2 vents required by the City inspector. According to Platinum, as soon as the vents are installed the work will be completed and a final inspection will be performed by PML before the final payment is paid to Platinum Roofing.
- **502 Thain Interior Remodeling** – Deborah McGraw was requested to contact Attorney Scott Pinsky and ask if rehabilitation of the unit was included in the settlement agreement. Deborah McGraw will also contact the City regarding the status of plumbing repairs.
- **CC&R Amendment Ballot** – At the December 15, 2011, Board meeting the ballots were opened and the proposed amendment to the CC&Rs Sections 5.11 and 6.10 were approved by a majority of the members. Deborah McGraw was requested to contact Attorney Tom Fier to have the amendment recorded with Santa Clara County. Maurice Green explained that some owners have expressed concern about the maintenance of the originally installed skylights. The Board clarified that if there are any defects found in the surrounding structure of the original window or skylight, the association's responsibility for maintenance shall remain as it has been in the past.

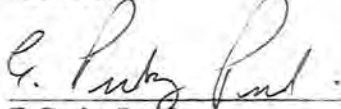
**ADJOURNMENT & ANNOUNCEMENTS**

The next regular Board of Directors meeting was scheduled for February 15, 2012, in the Association's Clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:45pm.

Minutes prepared by:

  
 Deborah McGraw, CCAM  
 PML Management Corporation

Attested:

  
 E. Perky Perkins  
 Secretary