

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

February 15, 2012

ORDER

The Barron Square Board of Directors Meeting was called to order by President Maurice Green at 7:08pm 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

There were no owners present to address issues in Homeowner Forum.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Brooke Bailey and seconded by Chris Grillone, the Minutes of the January 18, 2012, Board of Directors Meeting, were unanimously approved, as corrected.

REVIEW ACTION LIST

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

REPORTS

Treasurer – Deborah McGraw presented a summary of the January 2012 financial statement as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	40,073	40,073	40,088	(15)
Total Maint. & Repairs	7,153	7,153	7,536	(383)
Total Utilities	2,743	2,743	2,625	118
Total Admin. Expenses	8,382	8,382	15,737	(7,355)
Total Reserve Expenses	1,174	1,174	8,359	(7,185)
Total Assets		1,193,808		
Total Liabilities		5,942		
Total Fund Balances		1,187,866	1,263,351	est yr end

Architectural – The Board discussed the placement of the ac unit for 4137 Thain. After some discussion, a motion was made by Perky Perkins to allow the owner of 4137 Thain to put the air conditioner unit at the corner of the fence for 4131 Thain. Chris Grillone seconded the motion, which was unanimously approved.

Landscaping – Deborah McGraw stated that the owners of 675 Florales have requested the Board to consider sharing the cost of removing the 4 Pine trees on their property, which are adjacent to 562 Thain. Loral Landscaping has provided a proposal in the amount of \$3,764, which does not include stump grinding. It was also noted that the City of Palo Alto came out to 675 Florales and inspected the trees to see if they were interfering with the utility lines. It was confirmed that the lines are clear so the city won't prune them. After some discussion, the Board asked Deborah McGraw to send a letter to the owners of the property stating that, after consideration, the Board has decided that Barron Square will not bear any financial responsibility for the cost of the pruning or removal of the trees.

Deborah McGraw also reported that one of the landscape committee members has noticed that the Pine tree next to 4131 Thain is failing and suggested removing it. The Board then reviewed a proposal from Loral Landscaping to remove the tree at a cost of \$317, which includes grinding the stump. The Board agreed to have it removed. It was also reported that Loral has received authorization to replace a malfunctioning irrigation valve at 4112 Thain at a cost not to exceed \$400.

Grounds – Deborah McGraw stated that during the last site inspection with Maurice Green and Joe D'Agostino, of PML, it was found that the stair stringer at 4124 Thain was starting to show signs of dry rot. Draeger has inspected the stairs and provided a bid to replace both sides of the stair stringer at a cost of \$1,544.73. On a motion duly made by Perky Perkins, and seconded by Maurice Green, the Board approved having Draeger replace the stair stringers.

Deborah then reported that a roof leak in the laundry room of 4104 Thain has been found and repaired. Upon inspection by Frank Fiala Roofing, it was determined that the leak originated around a vent pipe in the roof which has caused interior

damages to the unit. Therefore, Bolar Ceilings has been requested to contact the residents in order to make the interior repairs to the ceiling/walls in their laundry room.

Deborah also provided a summary of vendor work orders created since the last Board meeting.

Lights – no report.

Garage Doors – Maurice Green reported that he has met with Santa Clara Valley overhead door and ask them to provide a cost (per door) to service the garage doors. At this time, Maurice has received 3 bids and found that the average price is \$75/door. Maurice agreed to provide this information to the Committee for discussion.

Pool & Recreation – No report.

Adjacent Properties – There was a brief discussion regarding cars speeding from 5 to 7PM from El Camino Real West on Maybell. Perky Perkins was requested to check with the Palo Alto Police Dept. whether they could set up the speed trailer on Maybell, just past Thain.

UNFINISHED BUSINESS

11.1 Association files in storage – No report.

NEW BUSINESS

2.1 Formation of Executive Committee – The Board discussed the possibility of creating an executive committee to address reviewing/approving architectural requests when the Board is not scheduled to meet.

2.2 Fence replacement at Thain entrance adjacent to Interdale homes – Deborah McGraw stated that proposals have been requested from All Fence, Durham Fence, and Anchor Fence to remove and replace 160 feet of fence located at the Thain entrance adjacent to the homes on Interdale Way. All Fence has provided a proposal to install the following:

- Option 1 – remove and replace as existing (no lattice) \$5,100
- Option 2 – remove existing and replace with 1x8 boards in a frame \$4,500
- Option 3 – remove and replace as existing with lattice on top \$4,900

The Board asked Deborah to continue to receive proposals and contact the manager of the association on Interdale Way to discuss sharing the expense of the fence replacement.

2012 Annual Meeting of Members, 4/18/12 – Deborah McGraw stated that the Board members whose positions are up for re-election are: Perky Perkins, Chris Grillone and Brooke Bailey. After some discussion, it was agreed to post the Board candidacy request memo on all mailbox kiosks, asking owners who are interested in running for election to the Board, to contact PML management for a resumé form to complete in order to be included on the ballot for the April 18, 2012, Annual Meeting.

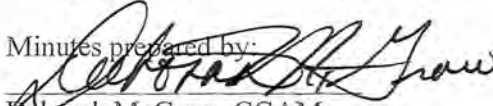
PENDING ITEMS

- **Comcast Re-wiring project** – Maurice Green reported that the project has been put on hold temporarily until one of the subcontractors obtains authorization from Comcast to complete the necessary work. He will also clarify that the new wiring, that leads from the utility closet to each unit, will be placed below grade. Maurice Green will also check if the City code requires that the cable be below grade.
- **550 Thain Roof Replacement** – completed.
- **502 Thain Interior Remodeling** – Deborah McGraw reported that the City of Palo Alto, has provided a proposed scope of work for the rehabilitation of the property, but it does not specifically state that either the bathroom plumbing repairs have been or will be completed. Deborah will contact the City to clarify the status of the bathroom repairs.
- **4112 Thain balcony repairs by Draeger** – Completed. It was noted that there have been no other modifications to the balcony surfaces on the other balconies at this unit.
- **Repairs to the Well** – Deborah McGraw stated that Abel Espinosa of Advanced Water Systems has put a larger black tube around the outlet tubing to the chlorine tank in order to protect it from excessive sun damage.

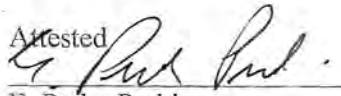
ADJOURNMENT & ANNOUNCEMENTS

The next regular Board of Directors meeting was scheduled for March 21, 2012, in the Association's Clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:23pm.

Minutes prepared by:


Deborah McGraw, CCAM
PML Management Corporation

Attested


E. Perky Perkins
Secretary