

## BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

September 19, 2012

### ORDER

The Barron Square Board of Directors Meeting was called to order by President Maurice Green at 7:06pm 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 and the owner of 4141 Thain.

### AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

### HOMEOWNER FORUM

The owner of 4141 Thain attended the meeting to present two architectural approval requests.

### APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by Maury Green, the Minutes of the August 15, 2012, Board of Directors Meeting, were approved, as amended.

### REVIEW ACTION LIST

The Board reviewed the action list and set the date for the Annual Social on 10/28/12.

### REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	39,461	318,458	320,704	(2,246)
Total Maint. & Repairs	8,099	63,539	60,288	3,251
Total Utilities	5,104	21,601	21,000	601
Total Admin. Expenses	7,567	67,596	66,872	724
Total Reserve Expenses	30,827	47,009	125,896	(78,887)
Total Assets		1,295,913		
Total Liabilities		12,027		
Total Fund Balances		1,283,886	1,263,351	est yr end

The Board reviewed an invoice from Modern Electric for repairs to an exterior patio outlet at 4150 Thain and discussed the responsibility for repairs to homeowner outlets. After discussion, it was confirmed that owners are responsible for the maintenance of their electrical outlets inside and outside the unit.

Chris Grillone discussed the annual payment to Terminix for the drywood termite treatment warranty. After some discussion, the Board agreed to take advantage of the 5% discount and pay for 2 years warranty coverage.

*Architectural* – The Board reviewed the following architectural requests:

Date	Address	Request	Status
8/27/12	4110 Thain	To replace the windows in the bedrooms with Simonton windows	Approval letter sent 9/7/12

The Board discussed the two architectural requests provided by 4141 Thain, to install a gable fan in the garage attic and an air conditioning unit. On a motion duly made by Chris Grillone, and seconded by Perky Perkins, the Board unanimously approved of the air conditioning unit installation. There was a discussion about the installation of the gable fan in the garage attic where the owners also requested permission to install a solar panel in order to provide power to the fan. After some discussion, a motion was made by Maurice Green, and seconded by Chris Grillone, to approve of the installation of the gable fan, but deny the optional installation of the solar panel and control unit. The Board unanimously approved.

**Landscaping** – There was a discussion regarding the Pine tree (tag #95) located in front of 590 Thain, which damaged a vehicle, parked in their deeded parking space, owned by the resident of 588 Thain. The owner has requested that the tree be removed since it creates a nuisance by dropping heavy green pinecones, sap, and the recent broken limb. After some discussion, a motion was made by Chris Grillone, and seconded by Maury Green, to offer the owner to change parking spaces with a visitor space which is farther away from the Pine tree. The Board unanimously approved. Deborah McGraw will contact the owner.

**Grounds** – Perky Perkins reported that she has found a replacement latch for the individual trash rooms in the same style as what was originally installed, but have since worn out. After some discussion, the Board authorized PML to install the latches, and straighten the doors, at a cost not to exceed \$1,000.

**Lights** – Maury Green reported that the committee will be meeting in the next couple weeks with a potential lighting vendor.

**Garage Doors** – Maurice Green reported that he met on site with Alert Door and Halcyon Overhead Door in order for them to provide a bid to inspect/adjust garage doors, as necessary. After some discussion, Chris Grillone made a motion to approve of Halcyon Overhead Door as the preferred vendor for garage door adjustments at a rate of \$65 per visit for labor, with materials billed separately. Brooke Bailey seconded the motion, which was unanimously approved. Maurice also stated that garage door wood repairs should be completed before the inspection/adjustments are performed by Halcyon. Maurice offered to contact Halcyon & Draeger for their costs to make the wood repairs.

**Pool & Recreation** – No report.

**Adjacent Properties** – No report.

## **UNFINISHED BUSINESS**

**2.2 Fence replacement at Thain entrance adjacent to Interdale homes** – There was some discussion as to where the property line is between the Barron Square property and the Interdale homes. Deborah McGraw offered to check the County Assessors map to see if the property line is defined.

**8.1 Replacement of water shut off valves and pressure regulators** – Deborah McGraw presented Pressure reducing valve (PRV) and gate valve replacement costs from the following vendors, on an on-call/as needed basis:

Roto Rooter \$635

EJ Plumbing \$450

Discount Plumbing and Rooter \$649

After some discussion Chris Grillone made a motion to approve of EJ Plumbing as the preferred vendor for the PRV/valve replacement. Maurice Green seconded the motion, which was unanimously approved.

**8.4 4170 Thain back door frames** – Deborah McGraw stated that the owner is currently in contact with Andersen windows to see if the frames can be painted without voiding the warranty.

**8.6 Unit 514 Thain, Insurance Claim** – Deborah McGraw reported that the medical claim has been paid and the association’s insurance claim #05-10GO-061 has been closed.

**NEW BUSINESS**

**9.1 Flat/Sloped Roof Maintenance** - Deborah McGraw presented a proposal to perform the flat and sloped roof maintenance from Frank Fiala Roofing at a cost of \$19,707. It was noted that the contractor will use the extra tiles located on site, but if necessary a similar fire free tile, called a Da Vinci shake product, will be used in its place (which is included in the cost). After some discussion, Maurice Green requested that the contractor bring the proposed tiles to the property in order to determine which color would be a better match to those already installed on site. Chris Grillone then made a motion to approve of the proposal, contingent upon new shingle color matched close enough to the existing roof tiles, per Maurice’s meeting with the contractor. Perky Perkins seconded the motion, which was unanimously approved.

**PENDING ITEMS**

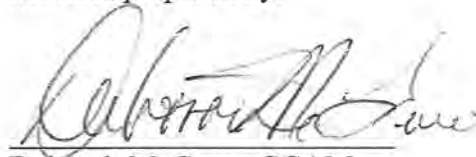
- **Landscape Modification adjacent to the Zen Hotel** – Deborah McGraw stated that a contract with J. Cozzolino Landscape Services has been approved and signed by both parties for a total cost for all modifications at \$16,300. The work is scheduled to begin the first week of October 2012.
- **Association storage files update** – Brooke Bailey reported that she has looked through another box of files and determined that they are not necessary to keep, per the file retention list.

**ADJOURNMENT & ANNOUNCEMENTS**

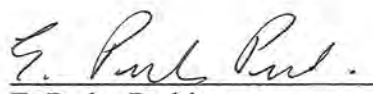
The next regular Board of Directors meeting is scheduled for October 17, 2012, at 7pm in the Association’s Clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:19pm.

Minutes prepared by:

Attested



Deborah McGraw, CCAM  
PML Management Corporation



E. Perky Perkins  
Secretary