

## BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

November 28, 2012

### ORDER

The Barron Square Board of Directors Meeting was called to order by President Maurice Green at 7:24pm at the Association's Clubhouse. Board members also in attendance were Brooke Bailey, Chris Grillone, and E. Perky Perkins. Board member 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 516 Thain discussed his concern with people living in their vehicles on El Camino and mentioned that there are currently 3 large recreational vehicles in front of the tennis courts and in front of vacant lot. Due to this concern, the Board asked for PML to obtain a proposal from Modern Electric to install motion sensor lights on garages facing El Camino.

### APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by Brooke Bailey, the Minutes of the October 17, 2012, Board of Directors Meeting, were approved, as submitted.

### REVIEW ACTION LIST

The Board reviewed the action list.

### REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	39,430	397,272	400,880	(3,608)
Total Maint. & Repairs	8,547	78,566	75,360	3,206
Total Utilities	3,862	28,949	26,250	2,699
Total Admin. Expenses	7,760	82,866	83,590	(724)
Total Reserve Expenses	1,289	57,073	157,370	(100,297)
Total Assets		1,328,816		
Total Liabilities		13,824		
Total Fund Balances		1,314,992	1,263,351	est yr end

*Architectural* – No report.

*Landscaping* – Deborah McGraw presented a proposal from Loral Tree Service to prune all trees as noted in the Loral tree report at a cost of \$8,154, including fertilization for various trees at a cost of \$1,970. After some discussion a motion was made by Chris Grillone to approve the pruning and fertilization. Perky Perkins seconded the motion, which was unanimously approved.

Deborah also reported that during the recent storms, a common area Pine tree fell on the 4170 Thain garage, damaging the gutter. Ace Raingutter was called out to make the necessary repairs and Loral Tree Service removed the tree.

The Board then discussed a request from Loral Landscaping for a 3% increase in landscape maintenance fees. During discussion the Board requested Loral to provide an outline of their weekly duties, how many hours they are on site and how the service would be affected if the contract were reduced to once per week service.

*Grounds* – Deborah McGraw submitted a proposal from Signature Signs at a cost of \$360 to replace each of the building directional signs with white reflective vinyl on a bronze Dibond sign, which was approved.

The owner of 522 Thain reported that during a bathtub overflow of water, water somehow leaked underneath the siding onto the entry walkway. Saarman Construction has been requested to contact the owner in order to investigate the situation and report their findings.

The owner of 4139 Thain has also reported that during rainy weather, a puddle of water appears at their front door, which appears to be coming from the adjacent siding. Saarman Construction will inspect this as well and provide their recommendations.

Saarman Construction inspected various areas of siding, noted on the July structural walkthrough, and provided a proposal at a cost not to exceed \$5,000 for the repairs. Deborah McGraw was requested to obtain competitive bids for these repairs.

It was reported that, due to a previous roofing leak, mold remediation was completed in the bathroom of 4102 Thain.

Deborah McGraw reported that Terminix has sent out a representative to inspect the exterior of the complex for any current termite activity, in accordance with the subterranean and drywood termite warranty. Terminix will submit a report of their findings after the inspection is completed.

Perky Perkins reported that she has purchased the individual style garbage room latches for PML's maintenance department to install and asked that PML's maintenance department make any necessary repairs to the doors before the latches are installed.

**Lights** – Maurice Green reported that he is in the process of making a map of all the lights/types in the complex.

**Garage Doors** – Maurice Green reported that after discussion with R&S Erection, it appears that they can perform any necessary wood repairs to the doors prior to balancing them. Deborah McGraw was requested to contact the various owners with apparent balancing issues and have R&S perform the balancing.

**Pool & Recreation** – Deborah McGraw reported that Garcia Well & Pump has repaired the well and notified Loral to put it back into service.

**Adjacent Properties** – No report.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**11.1 Painting of Panduit**- No report.

**11.2 Insurance Renewal, 1/1/13** – Deborah McGraw provided insurance renewal information as follows:

**State Farm – Package Condo Policy**

<b>2012</b>	<b>2013</b>	
\$27,437 package policy	\$28,149 package	<b>\$712 difference</b>
\$1,142 umbrella policy	\$1,142 umbrella	

The quote for the Fidelity Bond and Worker's Compensation policies are yet to be received.

**Walton Associates – Earthquake Policy 15% deductible**

<b>2012</b>	<b>2013</b>	
\$31,157.80	\$32,939.90	<b>\$1,782.10 increase</b>

After some discussion, Brooke Bailey made a motion to approve the 2013 policies provided that the Fidelity Bond and Worker's Compensation renewals do not exceed \$1,000 premium each. Maurice Green seconded the motion, which was unanimously approved. E. Perky Perkins made a motion to approve the Earthquake Policy by Walton Assoc. Chris Grillone seconded, and motion approved unanimously. For information purposes, Deborah McGraw was requested to contact Walton Associates and ask 1) what \$1,863,794 combined demolition and increased cost of construction is for; and 2) if the \$10,000,000 is sufficient to cover a catastrophic loss, considering the coverage for the association's building policy is \$16,134,500.

**PENDING ITEMS**

- *Association storage files update* – No report.
- *Flat/Sloped Roof Maintenance* – Maurice Green reported that he has received a sample tile to be used in place of the fire free tiles when the association’s supply has run out. Maurice requested Perky Perkins to investigate additional types of replacement tiles.
- *Owner Insurance Requirements* – Deborah McGraw stated that letters have been sent to owners who have not provided documents stating they have the required liability insurance coverage for the interior of the unit.

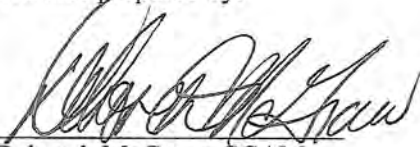
**CORRESPONDENCE REVIEW**

The Board reviewed correspondence from the owner of 4108 Thain regarding the condition of her back deck where the Redwood trees are staining the surface. Deborah McGraw was requested to find out if the deck surface can be sanded down to remove the staining.

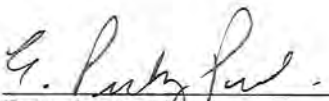
**ADJOURNMENT & ANNOUNCEMENTS**

The next regular Board of Directors meeting is scheduled for January 16, 2013, at 7pm in the Association’s Clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:08pm.

Minutes prepared by:

  
Deborah McGraw, CCAM  
PML Management Corporation

Attested

  
E. Perky Perkins  
Secretary