

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

March 20, 2013

ORDER

The Barron Square Board of Directors Meeting was called to order by President Maurice Green at 7:14pm at the Association's Clubhouse. Board members also in attendance were Brooke Bailey, Chris Grillone, John Morrissey, and E. Perky Perkins. Deborah McGraw represented PML Management.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

None.

EXECUTIVE SESSION DISCLOSURE

The Board met on 2/20/13 in Executive Session to discuss a situation with an owner and an issue with an adjacent property which is being reviewed by the Association's attorney, and adjacent property issues.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by John Morrissey and seconded by Brooke Bailey, the Minutes of the February 20, 2013, Board of Directors Meeting, were approved as submitted.

REVIEW ACTION LIST

The Board reviewed the action list.

REPORTS

Treasurer – A summary of the February 2013 financial statement was reviewed as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	42,145	84,355	84,781	(426)
Total Maint. & Repairs	9,552	17,656	15,732	1,924
Total Utilities	1,212	3,317	5,888	(2,571)
Total Admin. Expenses	8,544	16,217	17,058	(841)
Total Reserve Expenses	10,124	10,124	32,224	(22,100)
Total Assets		1,405,658		
Total Liabilities		26,441		
Total Fund Balances		1,379,217	1,411,584	est yr end

Architectural – The Board reviewed the following architectural applications:

Date Received	Address	Description of Work	Action Taken
1/12/13	4168 Thain	To install a new gas fireplace and satellite dish. Previously approved in May 2008, but not installed.	Approved provided that Maurice Green meets with the owners to direct the installation of the satellite dish. PML to advise the owner that any related damages due to the installation of the vent will be the owner's responsibility to maintain, including any future maintenance of the vent.
3/1/13	537 Thain	To change front door knob and dead bolt and add dead bolt to back door (master bedroom)	Chris Grillone made a motion to approve the application, provided that the color of the locks matches the original lock, and that the owners are advised that all future maintenance of the locks will be the owner's responsibility. Maurice Green seconded the motion which was

			unanimously approved.
3/11/13	4106 Thain	To install Simonton Daylight Max 7300 windows and sliding doors in Espresso (dark brown) color per Michael's Construction	Perky Perkins made a motion to approve the application. Brooke Bailey seconded the motion, which was unanimously approved.
3/18/13	537 Thain	To install track lighting on the beam in the living room and small bedroom, using existing switches	Chris Grillone made a motion to approve the application. Perky Perkins seconded the motion, which was unanimously approved with condition that any required permits be obtained.
3/19/13	537 Thain	To install a small satellite dish. South facing location TBD.	Chris Grillone made a motion to approve of the application provided that Maurice Green meets with the owners to direct the installation of the satellite dish. Perky Perkins seconded the motion, which was unanimously approved.
3/19/13	537 Thain	To upgrade master bedroom bathroom and hallway bathroom. This includes some plumbing work.	Chris Grillone made a motion to approve of the application provided that a permit is obtained from the City of Palo Alto for the plumbing modifications and a copy sent to PML Management. Perky Perkins seconded the motion, which was unanimously approved.

Landscaping -- Deborah McGraw reported that John McClenahan, of McClenahan Consulting, LLC, will be performing a site inspection on 13 Oak trees in order to provide a current health assessment, which has been scheduled for 3/26/13. The Board then reviewed the landscape notes from the February and March walkthroughs including a estimate from Loral Landscaping which was administratively approved to install 4 each 5 gallon shrubs at a cost of \$170.

Grounds --

Termite inspection -- Pending creation of a spreadsheet to detail all exterior dry rot or fungal repairs and fence repairs.

Siding repairs -- The Board reviewed a proposal from M.L. Nielsen at a cost of \$4,645 for the siding repair work found during the structural walkthrough last year. An alternate bid from Saarman Construction, at a cost not to exceed \$5,000, for the same work was reviewed at the February Board meeting. After some discussion Chris Grillone made a motion to approve of the proposal from M.L. Nielsen. Perky Perkins seconded the motion, which was unanimously approved.

Water Intrusion --Deborah McGraw reported that M.L. Nielsen is in the process of performing water testing at 564, 4122, 4124, and 4139 Thain in order to determine the scope of work necessary for water intrusion repairs. A report of their findings will be provided upon receipt.

The Board then discussed the bathtub overflow, which occurred in November 2012, at 522 Thain. As requested, information from M.L. Nielsen was reviewed which discussed the water flowing from the interior of the home to the exterior front entry walkway. The owner expressed concern that the unit appears to be lacking flashing and isn't watertight. James Romero of M.L. Nielsen reported that it is reasonable to expect water to migrate from an interior flood to the exterior of the building. The Board reviewed the remediation report from Servicemaster, where it stated that holes were drilled into the interior sheetrock allowing it to dry and after returning to the unit two days later, Servicemaster found the unit to be within dry standards and removed their equipment. Therefore, a motion was made by Maurice Green to not have M.L. Nielsen perform any additional destructive testing on the exterior of the unit. Brook Bailey seconded the motion, which was unanimously approved.

Flood Light installation --The Board reviewed a proposal from Modern Electric to install 2 motion sensor double floodlights on the rear of the two garage units facing El Camino Real at a cost of \$1,650. After some discussion, Chris Grillone made a motion to indefinitely table the item. Perky Perkins seconded the motion, which was unanimously approved.

Rodent Control -- The Board reviewed a report and map provided from Killroy Pest Control which showed the current location of the rodent bait stations and the areas of most activity. No action was requested.

Lighting Committee -- No report.

Garage Door Committee -- After discussion, Chris Grillone made a motion to disband the Garage Committee. Perky Perkins seconded the motion, which was approved unanimously, and the Chair will send thanks to the Committee for their work.

Roofing Committee -- Perky Perkins reported that the new roof tiles supply was received and the remaining missing sloped roof tiles replaced on the balance of the complex. She suggested the Board review their appearance on the front of Building 5, facing Thain Way. The extra tiles have been put into storage at the clubhouse shed. After some discussion,

Chris Grillone made a motion to disband the Roofing Committee. Perky Perkins seconded the motion, which was unanimously approved.

Pool & Recreation – It was noted that Garcia Well and Pump have recommended an annual inspection of the well. The Board requested PML request more information on what would be done and when.

Adjacent Properties – No report.

UNFINISHED BUSINESS

2.1 Roofing Consultant – The Board reviewed a proposal from Richard Avelar & Associates to inspect the existing flat roofs, provide a report of their current condition, specifications for replacement (as necessary) and construction overview at a cost not to exceed \$27,740. Additional proposals will be reviewed at the next Board meeting.

NEW BUSINESS

None.

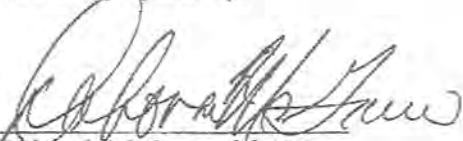
PENDING ITEMS

- **Association storage files update** – Since this is an ongoing project, the Board agreed to table this item until further progress has been made.
- **Insurance Coverage** – Deborah McGraw stated that the deadline to submit insurance documents was 3/15/13. A majority of the owners have responded, and follow up letters will be sent to the owners who have not yet turned in the requested documents.

ADJOURNMENT & ANNOUNCEMENTS

The Annual Meeting of Members is scheduled for April 17, 2013, at 7pm in the Association's Clubhouse. There being no other business to come before the Board, the Meeting was adjourned into Executive Session to discuss a legal issue with the adjacent properties and a homeowner issue at 9:05pm.

Minutes prepared by:


Deborah McGraw, CCAM
PML Management Corporation

Attested


E. Perky Perkins
Secretary