

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

August 21, 2013

ORDER

The Barron Square Board of Directors Meeting was called to order by President Maurice Green at 7:05pm 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

The owner of 4166 Thain attended the meeting to discuss concrete replacement and various landscape concerns.

EXECUTIVE SESSION DISCLOSURE

The Board met on July 17, 2013, in Executive Session to discuss a property line issue between the Interdale HOA and Barron Square HOA.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Perky Perkins and seconded by Chris Grillone, the Minutes of the July 17, 2013, Board of Directors Meeting were approved, with John Morrissey abstaining, as submitted.

REVIEW ACTION LIST

The Board reviewed the action list.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	42,108	295,097	296,734	(1,637)
Total Maint. & Repairs	6,436	53,564	55,062	(1,498)
Total Utilities	4,534	18,693	20,608	(1,915)
Total Admin. Expenses	8,156	63,462	59,703	3,759
Total Reserve Expenses	3,887	79,088	112,784	(33,696)
Total Assets		1,425,868		
Total Liabilities		6,507		
Total Fund Balances		1,419,361	1,411,584	est yr end

Architectural – Board to review the following architectural requests:

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
8/3/13	4131	To install a satellite dish on the roof	Pending

Maurice Green stated that he has discussed the dish installation with the residents and advised them of the proper location for the dish. On a motion duly made by Perky Perkins, and seconded by John Morrissey, the Board unanimously approved the architectural request. The Board agreed to advise owners that old, unused dishes would need to be removed before new ones are allowed to be installed.

Landscaping – The Board reviewed the following:

- The August landscape walkthrough was completed 8/15/13. Walkthrough notes will be sent to the board upon receipt from Loral Landscaping.
- Italian Cypress trees – Mike Bergstrom has pruned the trees in accordance with the information provided by Steve Kikuchi.

- Eucalyptus tree next to 550 Thain – Arborist Roy Leggit has inspected the tree and does believe that it may pose a fire hazard, mostly from the neighbor's property since their property isn't maintained as well as Barron Square and therefore provides a fire hazard laddering effect to the tree. The Board agreed to have Mr. Leggit prepare a formal letter to provide to the owner of 4171 Verdosa putting them on notice with a copy of the letter to be provided to the Fire Marshall.
- Oak tree at 522 Thain – Arborist Roy Leggit provided a detailed report of the tree, which ultimately he deemed potentially hazardous and recommended its removal. Deborah McGraw will contact the city to request a permit for the removal.
- The owner of 4142 Thain agreed to have the dead shrubs in the backyard removed.
- After some discussion about a poor looking Carob tree, Chris Grillone moved, Brooke Bailey seconded and Board passed unanimously to remove the Carob tree located on the north side of 4122 Thain.
- PML Management will request Loral Landscaping to include completion dates when submitting landscaping duties/schedules.

Grounds – Deborah McGraw provided a summary of work orders for the Board's review. It was also noted that AC Enterprise and Floor Effects have been hired to make the necessary repairs to 531 Thain, due to a sewer line failure.

Pool & Recreation – After review of an owner request, the Board agreed to have the janitorial company service the clubhouse each Tuesday (rather than Wednesday as currently scheduled), if Monday is not available. Cool Pool completed the water loss test on the spa and found that it is losing a significant amount of water every 24 hours (without use). Therefore, a formal water loss test will be completed in order to determine the source of the leak.

Adjacent Properties – The status of rezoning/development of the adjacent property located at 4146 El Camino is being monitored by a group of concerned Barron Square owners. There was no report from them to discuss at this time.

Lighting Committee – No report.

Insurance Review Committee – No report.

UNFINISHED BUSINESS

2.1 Roofing Consultant, flat roof replacement – The Board reviewed a report from Brian Seifert of Cox Seifert Total Construction Management which indicated that all flat roofs should be replaced this year. Deborah McGraw was requested to contact Mr. Seifert and ask him to prepare specifications for replacement of all flat roofs. Various questions were also posed, which will be submitted to Mr. Seifert for clarification.

6.1 Water intrusion repairs – No report.

NEW BUSINESS

8.1 Installation of Internet service and Wi-Fi to the Community Room – The Board discussed the possibility of contracting with Comcast to provide internet service to the clubhouse. It was discussed that the service would be used in connection with the Barron Park Emergency Response Team and allow residents to access Wi-Fi while at the pool/clubhouse. Tabled for further discussion at the September Board meeting.

8.2 Installation of a second antenna for emergency radio services – The Board reviewed an architectural request provided by Maurice Green to install a secondary antenna for emergency radio services. Chris Grillone made a motion to approve the request. Brooke Bailey seconded the motion, which was unanimously approved provided that a licensed, insured contractor installs the antenna.

8.3 New Pool Furniture – Upon inspection of the pool lounge chairs, all were found to be in good condition but needing a good cleaning. As the season is almost nearing an end, the cleaning will be initiated before opening the pool in 2014.

8.4 2014 Draft Budget – Deborah McGraw stated that Reserve Analysis Consulting is currently preparing the association's annual reserve update.

8.5 Select Auditor – On a motion duly made by Chris Grillone, and seconded by Maurice Green, the Board unanimously approved the hiring of CPA Marco Lara to perform the annual review and tax preparation.

8.6 Approve updated Collection Policy – After review of an updated collection policy submitted by ASAP Collection Service, the Association's collection agency, it was agreed to provide the policy to the residents for 30 day review before it's formally implemented by the Board.

PENDING ITEMS

- **Fence/Termite/Concrete Repairs** – Pending a schedule from ML Nielsen.

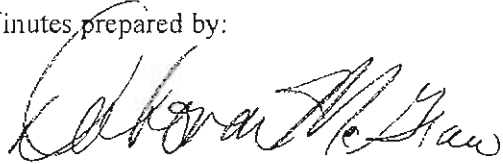
CORRESPONDENCE

Deborah McGraw confirmed that Walton Associates has increased the association's earthquake policy to the same building limit as the building insurance coverage provided by St. Farm Insurance at \$18,647,943.

ADJOURNMENT & ANNOUNCEMENTS

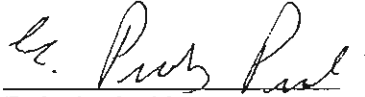
The next regular Board meeting was set for September 18, 2013. There being no other business to come before the Board, the Meeting was adjourned into Executive Session to discuss a legal issue at 9:37pm.

Minutes prepared by:



Deborah McGraw, CCAM
PML Management Corporation

Attested



E. Perky Perkins
Barron Square HOA, Secretary