

**BARRON SQUARE HOMEOWNERS ASSOCIATION**  
 Minutes of the Board of Directors Meeting  
 March 19, 2014

**ORDER**

The Barron Square Board of Directors Meeting, which was held in the association clubhouse in Palo Alto, was called to order by President Maurice Green at 7:00pm. Board members also in attendance were Brooke Bailey, Chris Grillone, John Morrissey, and E. Perky Perkins. Deborah McGraw and Kathy Stathakopoulos represented PML Management and other homeowners were also in attendance. Casey O'Neil of Reserve Analysis Consulting also attended the meeting as requested by the Board of Directors.

**AGENDA/CALENDAR REVIEW**

The Board reviewed the Agenda and Calendar.

**HOMEOWNER FORUM**

526/528 Thain – The owners attended the meeting to discuss maintenance of the dryer flues and the vents located on the building's roof.

4131 Thain – The owner attended the meeting to discuss the recent replacement of the entry deck at 4124 and 4141 Thain.

526 Thain – The owner attended the meeting to discuss an architectural request for a bathroom remodel inside their unit.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made by Chris Grillone and seconded by John Morrissey, the Minutes of the February 19, 2014, Board of Directors Meeting were approved, as corrected.

**EXECUTIVE SESSION DISCLOSURE**

The Board met with an owner in Executive Session on February 19, 2014 to discuss a reimbursement assessment for an electrical issue. On a motion duly made by E. Perky Perkins and seconded by John Morrissey, the Minutes of the Executive Session of February 19, 2014, were unanimously approved.

**REVIEW ACTION LIST**

The Board reviewed the action list.

**REPORTS**

*Treasurer* – A summary of the February 2014 financial statement was reviewed as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	46,212	92,318	92,470	(152)
Total Maint. & Repairs	9,309	15,344	16,580	(1,236)
Total Utilities	1,747	3,763	6,378	(2,615)
Total Admin. Expenses	13,014	21,877	19,104	2,773
Total Reserve Expenses	8,044	22,902	124,634	(101,732)
Total Assets		1,504,050		
Total Liabilities		14,368		
Total Fund Balances		1,489,681	1,038,689	est yr end

*Architectural* – The Board reviewed architectural applications as follows:

516 Thain: to add a dormer to the second floor bedroom, expand second floor over current first floor bedroom and bathroom. After some discussion, a motion was made by Perky Perkins to approve the request, provided that all leaks related to the remodeling project will be the responsibility of the owner. Maurice Green seconded the motion, which was unanimously approved, with Chris Grillone recusing himself from the vote since he is the owner of 516 Thain.

562 Thain: conversion of shower tub to wheel chair accessible shower in downstairs bath. After some discussion a motion was made by Chris Grillone to approve the request. Perky Perkins seconded the motion, which was unanimously approved.

**Landscaping** – Deborah McGraw presented various proposals provided by Loral to remove lawn and replace with drought tolerant plants in accordance with the SCVWD rebate guidelines. After some discussion, it was agreed to table these proposals for further discussion at the next meeting.

- Oak tree at 522 Thain – A replanting proposal was provided by Loral for the Board to review. Brooke Bailey agreed to hold a separate meeting with concerned residents and present her findings for discussion at the next meeting.
- Well- Deborah McGraw presented expense information regarding the well production, annual maintenance expenses, and City vs. well water cost. Based on the information received, the Board requested PML to provide a total water usage report for city and well water every 6 months.
- Eucalyptus tree at 550 Thain – Deborah McGraw suggested hiring independent arborist Roy Leggit to inspect the tree and provide a report addressing the owners' concern about overall health, including the possibility of a shallow root ball (which may lead to the tree falling unexpectedly) at a cost of \$720. The Board agreed.
- Hedge row across from buildings 8 & 9 – A budget cost of \$25,000 has been provided by Loral to remove the existing shrubs/trees and replace with 50 each 24" box Cypress trees, similar to the trees installed by 539 Thain. No action taken.

#### **Grounds –**

- Work orders - A summary of work orders was provided for the Board's review.
- Clubhouse toilets – The Board requested a cost for EJ Plumbing to install an auto flush device on the toilets.
- Balcony inspection – Deborah McGraw presented a cost to perform a visual inspection of 77 elevated private balconies by ML Nielsen at a cost of \$1,750. After some discussion regarding the impact of balcony replacement on the reserve study, a motion was made by Chris Grillone to approve the proposal from ML Nielsen. Maurice Green seconded the motion, which was unanimously approved.

#### **Pool & Recreation –**

- Spa non-slip flooring – On hold per the Pool Committee.
- Spa replacement – No report.
- Cool Pool – has advised the association that they are increasing their monthly fee from \$320 to \$340 (a 6% increase) effective 4/1/14.

**Adjacent Properties** – No report.

**Lighting Committee** – No report.

**Insurance Review Committee** – No report.

#### **UNFINISHED BUSINESS**

**1.2 Comcast contract renewal** – Maurice Green reported that he has sent requested changes to the contract, based on attorney Bill Garret's review and comments, to Cindi Lamin at Comcast.

## NEW BUSINESS

**3.1 Rules for use of Community Room** – There was a discussion about certain groups, through homeowners, using the community room on a weekly basis. After some discussion, the Board agreed that one group cannot monopolize the room on weekly basis. Maurice Green offered to speak with the group and ask that they find another venue for their meetings to be used alternately to the association's clubhouse.

**3.2 4124 deck replacement** – Deborah McGraw stated that based on a complaint by 4122 Thain it was determined, by a water test performed by IQV Construction, that the elevated deck at 4124 Thain is leaking through a crack in the concrete. The Board reviewed proposals from IQV Construction and ML Nielsen to replace the deck. After some discussion, Perky Perkins made a motion to approve the proposal from IQV Construction. Maurice Green seconded the motion, which was unanimously approved.

**3.3 Dryer vent maintenance** – The Board agreed that per the association's governing documents, the cleaning of the dryer vent/flues is an owner maintenance responsibility. However, in an effort to minimize the roof traffic by individual owner contractors, the Board agreed to obtain a cost to periodically clean the vents on the roof. After further discussion, Maurice Green made a motion to schedule periodic maintenance to remove the lint from the dryer exhaust vents located on the building flat roofs at the association's expense. Prior notification will be provided to the residents, so they can schedule cleaning of the dryer flues from the interior of the unit at the same time. Brooke Bailey seconded the motion, which was approved by a majority vote, with Chris Grillone abstaining from the vote.

**3.4 Reserve study discussion** – Casey O'Neil of Reserve Analysis Consulting attended the meeting at the Board's request in order to answer questions about the reserve update prepared for the 2014 fiscal year and detailed questions about deck and roof replacement. After much discussion, it was agreed to have Casey attend the August budget meeting to discuss the reserve analysis for the 2015 budget.

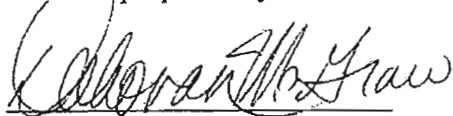
## PENDING ITEMS

- **Flat-Roof replacement** – Maurice Green stated that he has reviewed the contract for flat roof replacement of the residences and clubhouse with attorney Bill Garrett and provided Mr. Garrett's recommended changes to Brian Seifert and Frank Fiala Roofing for review. The Board agreed to have Maurice Green sign the revised contract upon receipt from Brian Seifert.

## ADJOURNMENT & ANNOUNCEMENTS

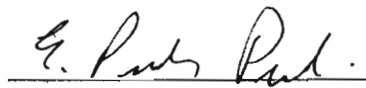
The next meeting will be the annual meeting of members scheduled for April 16, 2014, at 7pm in the association clubhouse. The next regular Board meeting will be held on May 21, 2014. There being no other business to come before the Board, the Meeting was adjourned at 10:47pm.

Minutes prepared by:



Deborah McGraw, CCAM  
PML Management Corporation

Attested



E. Perky Perkins  
Barron Square HOA, Secretary