

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

May 21, 2014

ORDER

The Barron Square Board of Directors Meeting which was held in the Association Clubhouse, was called to order by President Maurice Green at 7:05pm. Board members also in attendance were Richard Evans, Chris Grillone, and E. Perky Perkins. Board member John Morrissey was absent. Deborah McGraw and Kathy Stathakopoulos represented PML Management, and other homeowners were also in attendance.

APPOINTMENT OF OFFICERS

On a motion duly made by Perky Perkins and seconded by Maurice Green, the Board unanimously appointed the following officers:

President	Maurice Green
Vice President	Richard Evans
Secretary	E. Perky Perkins
Treasurer	Chris Grillone
Member at Large	John Morrissey

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

- The owner of 516 Thain requested to have Loral inspect the irrigation system in order to reduce the overspray onto roads and parking spaces.
- The owner of 551 Thain attended the meeting to request that the Board create a formal Adjacent Property Committee in order to be officially involved with the redevelopment of 4146 El Camino. Maurice Green stated that the Board will consider the request.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by Maurice Green, the Minutes of the March 19, 2014, Board of Directors Meeting were approved, as amended, with Richard Evans abstaining.

EXECUTIVE SESSION DISCLOSURE

The Board met with an owner in Executive Session on March 19, 2014, to review the roof replacement contract and a change order to the deck replacement at 4122/4124 Thain. Perky Perkins made a motion to approve the minutes from the Executive Session held on March 19, 2014. Maurice Green seconded the motion, which was unanimously approved, with Richard Evans abstaining.

REVIEW ACTION LIST

The Board reviewed the action list.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	46,213	184,652	184,940	(288)
Total Maint. & Repairs	11,708	35,382	33,160	2,222
Total Utilities	2,083	7,485	12,756	(5,271)
Total Admin. Expenses	10,659	43,822	38,208	5,614
Total Reserve Expenses	7,070	26,124	249,268	(223,144)
Total Assets		1,530,652		
Total Liabilities		10,487		
Total Fund Balances		1,520,166	1,038,689	est yr end

Architectural – The Board reviewed the following architectural requests:

- 512 Thain – to remodel kitchen and bathroom, replacing flooring throughout unit and replacing tiles on fireplace; and replacing sliding door and bedroom door to patio.

- A motion was made by Chris Grillone to approve the request and Richard Evans seconded the motion, which was unanimously approved, with recommendation that the owner use a cork underlayment and floating style boards in order to reduce the sound transfer to the unit below.
- 4108 Thain – kitchen upgrade, removal of existing fluorescent light box in kitchen and replacement with LED cans plus 2 LED cans over sink.
 - A motion was made by Chris Grillone to approve the request. Perky Perkins seconded the motion, which was unanimously approved.

Compliance issues:

- 546 Thain – The owner installed an unapproved white screen door, which has been removed and a brown screen door was installed in its place.
- 4170 Thain – It was noted that the owner has installed a nickel plated garage pedestrian door lock, instead of the approved aged bronze color, without Board approval. The owners requested to keep the lock, which was previously replaced on an emergency basis, was denied by the Board. The owner will be requested to purchase a new lock in the approved, aged bronze color.
- 4141 Thain – It was noted that the owner has installed another solar panel in the common area without approval. PML will contact the owner and request the solar panel be removed.

Landscaping – The Board reviewed landscape notes from the May 9th walkthrough, and completed notes from the April walkthrough were also provided.

- *Shrubs along Thain/Interdale* - It was noted that Loral will install the plants along Thain (at Interdale) by the end of the week.
- *Re-landscaping in front of 522 Thain (Oak tree)* – The Board reviewed an estimate from Loral for the replacement of a tree and plant material in front of 522 Thain. Brooke Bailey noted that the Landscape committee has reviewed this proposal with concerned owners and came to an agreement that the final proposal is acceptable. Therefore, a motion was made by Chris Grillone to approve of estimate 2014-0501 with the installation of a 48” box tree at a cost of \$6,110. Perky Perkins seconded the motion, which was unanimously approved by the Board.
- *Landscape rebates* – Pending receipt of information from Loral Landscaping.
- *Eucalyptus tree at 550 Thain* – At an owner’s request, and approved by the Board, Arborist Roy Leggitt inspected the large Eucalyptus tree and reported that “there was no evidence of uprooting such as a soil bulge or concentric cracking.” Roy recommended that the limbs over adjacent buildings be pruned to either remove end-heavy limbs or reduce the limbs by use of drop-crotch cuts. An estimate will be requested from Loral to address the recommendations.
- *582 Thain Oak Tree* –It was noted that the owner is concerned about exiting the unit in the event of a fire and requests that the large Oak tree be removed. After some discussion, the Board asked PML to see if the exterior fence could be modified in order to move the emergency exit away from the large Oak tree.
- *4130 Thain irrigation controller replacement* – Loral Landscaping will replace the owner’s irrigation controller since the wires to the controller were cut by mistake since it was thought they were unused Comcast cable lines. The controller replacement is \$485.

Grounds –

- *Work orders* - A summary of work orders was provided for the Board’s review. No action taken.
- *Clubhouse toilets* – The Board discussed a budget cost of approximately \$3,000 by EJ Plumbing to adjust the plumbing and install auto flush toilets in bathrooms. After some discussion, the Board agreed to indefinitely table this item.
- *4141Thain deck leaking* – The Board reviewed proposals from ML Nielsen and IQV Construction for the installation of a gutter system on the leading deck edge, connecting it to a downspout, in order to alleviate the seepage from the upper concrete deck to the lower wooden deck. After some discussion, a motion was made by Chris Grillone to approve of the proposal from ML Nielsen at a cost of \$1,490. Maury Green seconded the motion, which was unanimously approved by the Board.
- *Pest Control* – It was noted that the owners of 4168 and 4170 Thain are experiencing an ant intrusion inside their unit. The Board explained that the association is not responsible for the interior of the unit, and that the owners may contact their own pest control company to maintain the interior of the unit.

Pool & Recreation –

- *Spa non-slip flooring* – No report.
- *Spa replacement* – No report.

- *Pool umbrellas* – The Board requested to have the Pool Committee provide recommendations for replacement umbrellas, since they are over 30 years old.
- *Flooding inside the clubhouse* – It was noted that water from the men’s room flooded a section of the clubhouse floor adjacent to the bathrooms. After some investigation, it appears that the water from the shower may be leaking out from old weather stripping on the shower door. The Board asked to have PML’s maintenance department replace the weather stripping and check the shower head to make sure it cannot be directed towards the door.

Adjacent Properties – The Board discussed an owner’s request to formally appoint an Adjacent Property Committee. During discussion, Maurice Green stated that he would prefer not to appoint a formal committee to speak on behalf of the association, but rather have the association as a whole decide on the proposed development of the property at 4146 El Camino. The Board requested that Ree Dufresne and Ruth Lowy submit an informational summary of the current status of the adjacent property which could be circulated to all residents.

Lighting Committee – No report.

Insurance Review Committee – No report.

UNFINISHED BUSINESS

1.2 Comcast contract renewal – Maurice Green reported that he is currently in contact with Comcast and will provide an update at the next Board meeting. The Board also discussed purchasing Comcast cable internet services for the clubhouse, to be used for resident Wi-Fi and possibly security cameras at a later date. Perky Perkins made a motion to approve of purchasing the internet services from Comcast at \$70/month for a 1 year service. Chris Grillone seconded the motion, which was unanimously approved by the Board.

3.3 Dryer vent maintenance – The Board reviewed proposals from Chim Chimney and The Vent Cleaner for cleaning the dryer vent outlets on the exterior of the buildings. After some discussion, PML was requested to obtain clarification as to the process of cleaning the vents from the exterior. The Board recommended that if an owner would like to have the entire dryer duct cleaned, then they could make arrangements with the approved vendor to have the work done on the same day and at their expense. The Board requested this item be added to the June meeting Agenda.

NEW BUSINESS

5.1 Deck Inspection – The Board reviewed a balcony/deck inspection report provided by M.L. Nielsen. During discussion, Board member, Richard Evans, expressed his concern that the soft rot on top of his deck was not identified on the report and questioned the validity of the remainder of the report. M.L. Nielsen was requested to return and inspect the deck of 4168 Thain and report their findings to PML Management.

5.2 Reserve Update (3-year site inspection) – The Board reviewed the proposal Reserve Analysis Consulting provided to perform the required 3-year site inspection reserve study report at a cost of \$1,500. Perky Perkins made a motion to approve the proposal. Maurice Green seconded the motion, which was unanimously approved by the Board. It was noted that the Board may consider hiring separate contractors to review large component expenses.

5.3 Unit Rentals – It was reported that at unit is currently being operated as a hotel on the airbnb.com website, which is in violation of the Association’s governing documents with regard to lease agreements. PML was requested to notify the owner that the listing violates the governing documents and request that the listing is immediately removed from the airbnb.com website.

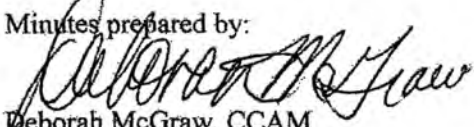
PENDING ITEMS

- *Flat-Roof replacement* – A final draft contract has been provided to Brian Seifert and Frank Fiala Roofing for review/approval.
- *4124 deck replacement* – It was noted that the deck replacement has been completed by IQV Construction.

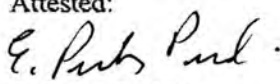
ADJOURNMENT & ANNOUNCEMENTS

The next regular Board meeting was scheduled for June 18, 2014, in the association’s clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 10:37pm.

Minutes prepared by:


Deborah McGraw, CCAM
PML Management Corporation

Attested:


E. Perky Perkins
Barron Square HOA, Secretary