

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

June 18, 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 7:04pm. Board members also in attendance were Richard Evans and E. Perky Perkins. Board members John Morrissey and Chris Grillone were absent. Deborah McGraw and Kathy Stathakopoulos represented PML Management, and other homeowners were also in attendance.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. It was agreed to change the August Board meeting to 8/27/14.

HOMEOWNER FORUM

The owner of 502 Thain attended the meeting to report that the pedestrian gate to El Camino needs adjusting and that the trim of her garage door appears to be peeling off.

The owner of 539 Thain attended the meeting to discuss a letter sent to the Board requesting that the garbage room doorway trim and doors are painted more often. The owner also suggested installing either latches or knobs to assist homeowners with keeping the doors shut.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Maurice Green and seconded by Richard Evans, the Minutes of the May 21, 2014, Board of Directors Meeting were approved, as amended.

REVIEW ACTION LIST

The Board reviewed the action list and updated various action items as necessary.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	46,154	230,806	231,175	(369)
Total Maint. & Repairs	6,870	42,251	41,450	801
Total Utilities	2,600	10,086	15,945	(5,859)
Total Admin. Expenses	8,609	52,432	47,760	4,672
Total Reserve Expenses	14,074	40,198	311,585	(271,387)
Total Assets		1,547,327		
Total Liabilities		13,160		
Total Fund Balances		1,534,167	1,038,689	est yr end

Architectural – The board reviewed the following Architectural requests from owners:

- 4152 Thain: to replace carpets, refinish hardwood floors, remove acoustic ceiling texture, replace vanity tops, re-tile shower enclosure, run gas line to range area, install new LED light fixtures, replace hallway can lights with LED recessed lights, replace fluorescent light ballasts, and interior painting. It was noted that the owner has already contacted the City of Palo Alto for a building permit. After some discussion, a motion was made by Perky Perkins to approve the request. Maurice Green seconded the motion, which was unanimously approved.

Landscaping –

- Landscaping Walkthrough - The Board reviewed landscape notes from the May 9th walkthrough. No action was taken.
- Eucalyptus tree at 550 Thain – In accordance with Arborist Roy Leggitt's recommendations, a proposal was reviewed from Loral Landscaping to prune the tree at a cost of \$2,174. Perky Perkins made a motion to approve the proposal from Loral. Maurice Green seconded the motion, which was unanimously approved.
- Re-landscaping in front of 522 Thain (Oak tree) – Deborah McGraw reported that Loral Landscaping recommends postponing the installation of the new plant material until late fall. The Board agreed with their recommendation. McGraw will notify the surrounding residents.

- Landscape rebates – It was reported that in an effort to improve irrigation coverage and reduce run-off and overspray, Loral Landscaping recommends changing the existing spray nozzles to MP Rotators at a cost of \$2,676. It was noted that the new nozzles will also reduce water consumption by approximately 30%. There is a potential rebate from the SCVWD of \$1,115 for an adjusted cost to the association of \$1,561. After some discussion, a motion was made by Perky Perkins to approve the proposal. Maurice Green seconded the motion, which was unanimously approved. Information about the new spray nozzles will be provided to the Board. Deborah McGraw stated that Loral Landscaping is working on presenting a proposal for various areas of turf replacement with drought tolerant plantings. Deborah McGraw and Loral Landscaping will meet with the Santa Clara Valley Water District (SCVWD) for a site inspection in conjunction with the turf removal rebate requirements. Once the approved replacement plant material is determined, a proposal will be provided to the Board for review.
- 582 Thain Oak Tree – It was noted that Deborah McGraw will meet with All Fence to determine an alternate location for the resident's emergency fire exit, in order for the healthy Oak tree to remain in its current location.
- 4130 Thain irrigation controller replacement – Completed.
- Shrubs along Thain/Interdale – Pending installation.

Grounds –

- Garbage Rooms - The Board reviewed a letter from owner of 539 Thain who is concerned about the condition of the garbage room entrance doors. Based on a discussion in Open Forum, the Board agreed to have the garbage rooms inspected during the upcoming structural walkthrough. PML's maintenance department will adjust the closures on the garbage room doors, as necessary.
- El Camino Pedestrian Gate – PML's maintenance department will adjust the closure to the gate.
- Work orders - A summary of work orders was provided for the Board's review. No action was taken.
- 4141Thain leaking deck – Pending completion by ML Nielsen.

Pool & Recreation –

- Spa non-slip flooring – On hold per the Pool Committee.
- Spa replacement – No report.
- Pool umbrellas – It was noted that the Pool Committee will provide the board with their recommendation for umbrella replacements.

Adjacent Properties – Maurice Green reported on the current status of the proposed development at 4146 El Camino and indicated that a detailed report has been posted to the association's website.

Lighting Committee – Maurice Green reported that a proposal has been requested from Modern Electric to replace the common area pagoda landscape lights

Insurance Review Committee – No report.

UNFINISHED BUSINESS

1.2 Comcast contract renewal – Report by Maurice Green.

It was noted that during negotiations with Comcast for an updated service agreement, Comcast automatically renewed the 2009 service agreement based on the 5 year auto renewal clause. However, it is the Board's position that the original agreement terminated during negotiations, and therefore the auto renewed service agreement is not enforceable. It was agreed that Maurice Green will work with Richard Evans to prepare a response to Comcast.

3.3 Dryer vent maintenance – In an effort to reduce foot traffic on the residential roofs, a motion was made by Perky Perkins to have the association pay for Chim Chimney to clean the dryer vents from the exterior roofs. Richard Evans seconded the motion which was unanimously approved. It was noted that residents will have the opportunity to hire Chim Chimney to clean the dryer vent flue from the interior of the residence at the same time the vendor is on site to perform the exterior cleaning.

5.1 Deck Inspection – Deborah McGraw stated that based on their recent report, M.L. Nielsen has been requested to provide a more accurate life expectancy and replacement cost for the existing decks in order to be used in the association's upcoming budget review. It was noted that the association will perform an extensive wood repair/replacement project in 2015. Therefore, Board agreed, based on the recent report, to obtain a proposal from

M.L. Nielsen for the replacement of the deck at 537 and 4137 Thain where it appears that the waterproofing membranes have failed.

5.3 Unit Rentals – It was noted that the unit owner has removed the illegal rental from the airbnb.com website.

NEW BUSINESS

6.1 Garage door repairs – The Board discussed a recent garage door repair performed by M.L. Nielsen. After some discussion, it was agreed that all garage doors will be inspected during the upcoming structural walkthrough to determine if additional repairs are necessary prior to the exterior wood repair/replacement project in 2015. Perky Perkins agreed to attend the walkthrough when the garage doors are inspected.

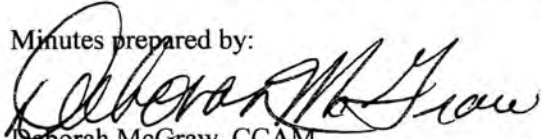
PENDING ITEMS

- **Flat-Roof replacement** –Deborah McGraw provided the Board with a revision to the warranty coverage information for the roof replacement contract. After some discussion Perky Perkins made a motion to approve the contract contingent upon Maurice Green receiving assurance that the contract includes coverage for contractor negligence. Richard Evans seconded the motion, which was unanimously approved.
- **Reserve Update** – Pending completion.
- **Comcast internet installation in clubhouse** – A motion was made by Perky Perkins to amend the Board’s previous decision and approve a 2-year internet/basic cable contract with Comcast for the clubhouse at \$115 per month. Richard Evans seconded the motion, which was unanimously approved.

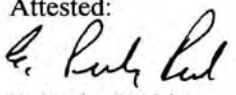
ADJOURNMENT & ANNOUNCEMENTS

The next regular Board meeting was scheduled for July 16, 2014, in the association’s clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:43pm.

Minutes prepared by:


Deborah McGraw, CCAM
PML Management Corporation

Attested:


E. Perky Perkins
Barron Square HOA, Secretary