

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

August 27, 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 7:08pm. Board members also in attendance were Richard Evans, Chris Grillone, and E. Perky Perkins. Director John Morrissey was absent. Deborah McGraw represented PML Management.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. No changes were made at this time.

HOMEOWNER FORUM

516 Thain – The owner stated that the sprinklers next to the exterior parking space are still spraying their vehicle.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by Richard Evans, the Minutes of the July 16, 2014, Board of Directors Meeting were approved, as submitted.

REVIEW ACTION LIST

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

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	46,155	323,089	323,645	(556)
Total Maint. & Repairs	7,010	55,989	58,030	(2,041)
Total Utilities	5,261	18,552	22,323	(3,771)
Total Admin. Expenses	8,620	70,308	66,864	3,444
Total Reserve Expenses	12,342	55,464	436,219	(380,755)
Total Assets		1,595,186		
Total Liabilities		24,083		
Total Fund Balances		1,571,104	1,038,689	est yr end

Architectural –

Architectural requests: None.

Compliance issues:

- 4170 Thain – Deborah McGraw reported that the owner has not yet corrected the architectural violation.

Landscaping – The Board reviewed the following:

- Completed landscape notes from the July 12th walkthrough the August 15th walkthrough.
- Approved Loral estimate 2014-1048 for landscape improvements from the 7/12 walkthrough.
- Approved Loral estimate 2014-1047 for irrigation work at 4168.
- Approved Loral estimate 2014-1106 for irrigation work (due to gas line replacement) at building 7.
- *Eucalyptus tree at 550 Thain* – the pruning has been completed.
- Re-landscaping in front of 522 Thain (*Oak tree*) – Postponed until fall 2014.
- *Landscape rebates* – Loral is in the process of completing the rebate documentation.
- *582 Thain Oak Tree* – All Fence has been requested to provide a bid to close the fence at the Oak tree and install a gate on the left side of the tree.
- *Water Conservation* - Chris Grillone requested information about water violation penalties imposed by the City.

Grounds –

- *Well Report* – Deborah McGraw reported on the following:

- 7/29 Richard of Garcia Well & Pump stated that he would inspect the property to determine the issue with the breaker tripping off. No report from him to date. PML will follow up.
- Loral Landscaping reported on 8/6 that the well tanks were dry so they switched to city water for irrigation. On 8/19 Loral reported water in the well again. However, they're concerned about how long the well will hold water and if it's enough to irrigate with. Therefore, Loral is continuing to use the city water for irrigation.
- *Work orders* - A summary of work orders was provided for the Board's review.

Pool & Recreation –

- *Solar Panels* – it was noted that a section of the solar panels are sagging. Cool Pool has disabled the equipment and will return tomorrow to investigate.
- *Bathroom (shower) painting* – The Board reviewed bids from ML Nielsen and Superior Painting. It was noted that Lomas Construction is also in the process of providing a bid. After some discussion, a motion was made by Chris Grillone to approve the contract with Superior Painting, contingent upon receipt of the bid from Lomas Construction. If Lomas provides a lower bid (with the same specifications) within 10 days, then their contract is approved. Perky Perkins seconded the motion, which was unanimously approved.
- *Bathroom/Spa ventilation* – The Board reviewed bids from Dominick Boncore and Bayside Heating. It was noted that Lomas Construction is also in the process of providing a bid. After some discussion, a motion was made by Maurice Green to approve the contract with Dominick Boncore at a cost not to exceed \$1,500, contingent upon receipt of the bid from Lomas Construction. If Lomas provides a lower bid (with the same specifications) within 10 days, then their contract is approved. Chris Grillone seconded the motion, which was unanimously approved.
- *Spa non-slip flooring* – On hold per the Pool Committee, pending replacement of the spa.
- *Spa replacement* – No report from Pool Committee.
- *Pool umbrellas* – No report from the Committee.

Due to the lack of follow up from the Pool Committee regarding the spa replacement, Richard Evans made a motion for the Board of Directors to assume the responsibility from the Pool Committee for investigating the spa replacement. Chris Grillone seconded the motion, which was unanimously approved by the Board.

Adjacent Properties – No action.

Lighting Committee – Maurice Green reported that the 3 sample landscape light fixtures have been installed and approved by the Lighting Committee. Therefore, Maurice Green made a motion to approve of the material purchase from Ford Lighting for the LED omnidirectional bulbs, stems and lamps at a cost not to exceed \$8,500. Chris Grillone seconded the motion, which was unanimously approved. At this time, Chris Grillone thanked the Lighting Committee for their service to the Board and made a motion to disband the committee, having the Board of Directors take on the project to replace the remaining common area light fixtures. Richard Evans seconded the motion, which was unanimously approved.

Insurance Review Committee – No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

8.1 Security camera installation in clubhouse – Maury Green gave a brief explanation that the purpose of the security cameras would be to use them in order to help prevent abuse of the clubhouse and pool area. The cameras will be motion triggered only, and the recordings would be referred to only in the event that there has been a disturbance or security issue at the clubhouse and/or pool area. After some discussion, Chris Grillone made a motion to approve of purchasing 4 cameras and a DVR system for evaluation at a cost not to exceed \$500. Richard Evans seconded the motion, which was unanimously approved.

8.2 Deck replacement – Based on an evaluation from M.L. Nielsen, the Board reviewed bids to replace the elevated decks at 537 and 4135 Thain from A.C. Enterprises, IQV Construction, and M.L. Nielsen Construction. After some discussion a motion was made by Maurice Green to approve the bid from IQV Construction. Chris Grillone seconded the motion which was unanimously approved by the Board.

8.3 Additional gutter cleaning – Deborah McGraw reported that due to the excessive buildup of pine and eucalyptus tree debris, Professional Gutter has provide a cost to perform 2 additional cleanings during the year for buildings 6-11 at a cost of \$1,300 per cleaning visit. Perky Perkins made a motion to approve the proposal for the additional service to be completed in May and August, with the full complex cleanings to be completed in February and November. Maurice Green seconded the motion, which was unanimously approved by the Board.

8.4 Building 7 gas line replacement – Deborah McGraw reported that due to a leak in the exterior gas line to unit 550 Thain, it was agreed to replace the all exterior gas lines to each of the 5 units in the building. During the process it was determined that there were interior leaks inside 550, 548 and 542 Thain. Interior repairs were made and the project has been completed.

PENDING ITEMS

- **Flat-Roof replacement** – Maury Green reviewed, and approved of, the final warranty wording with the contingency that the association’s attorney clarifies section 8.5 subsection (2). Richard Evans requested an exhibit be attached to the contract clarifying what ‘normal’ maintenance requirements will be for the Board to follow after the new flat roofs are installed.
- **Reserve Update (3 year site inspection)** – No report, pending meeting with the Board in September to review the draft reserve study.
- **Comcast service agreement renewal** – Maury Green reported that communication has been sent to Cynthia Engstrom of Comcast regarding renegotiation of the service agreement contract. No response has been received from Comcast.
- **Garage door repairs** –Perky Perkins provided a report of the completed project for Board review.
- **Dryer vent cleaning/screen replacement** – Deborah McGraw stated that during the cleaning process, it was noted that the screens installed on some of the roof vents were clogged because the screen was installed too tightly at the vent opening. Therefore, a proposal was provided by Chim Chimney to remove all the existing screens and install new mesh around the entire vent termination. After some discussion, it was agreed to have this completed after the new flat roofs have been installed.

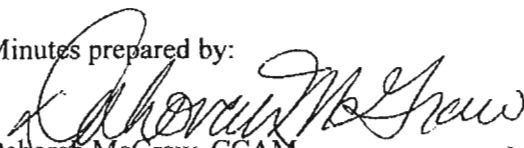
ADJOURNMENT & ANNOUNCEMENTS

Maurice Green expressed his appreciation and thanks to homeowner Joel Davidson for his service as the Emergency Preparedness Committee Chairman, since Joel has stepped down from being Chairman but will continue to perform Building Captain duties for building 9.


Maurice Green moved a Resolution that in the case a Board decided to initiate a project over \$10,000 without going through the Management Company, they are required to obtain 3 bids when feasible under the circumstances. Chris Grillone seconded, and the Resolution was unanimously passed by the Board.

The next regular Board meeting was scheduled for September 17, 2014, in the association’s clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:07pm.

Minutes prepared by:


Deborah McGraw, CCAM
PML Management Corporation

Attested:


E. Perky Perkins
Barron Square HOA, Secretary