

BARRON SQUARE HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 October 7, 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 6:41pm. Board members also in attendance were Chris Grillone, E. Perky Perkins, and Richard Evans.. Director John Morrissey was absent. Deborah McGraw represented PML Management.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. It was agreed to schedule the annual social on November 2, 2014.

HOMEOWNER FORUM

An owner asked to have management look into having debris from in between the deck surface and fascia board cleaned out to avoid dry rot damages.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by E. Perky Perkins, the Minutes of the September 17, 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 August 2014 financial statement was reviewed as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	46,081	369,171	369,880	(709)
Total Maint. & Repairs	10,127	66,117	66,320	(203)
Total Utilities	4,014	22,565	25,512	(2,947)
Total Admin. Expenses	8,090	78,398	76,416	1,982
Total Reserve Expenses	40,133	95,597	498,536	(402,939)
Total Assets		1,569,620		
Total Liabilities		14,800		
Total Fund Balances		1,554,821	1,038,689	est yr end

2015 Budget – The Board discussed the possibility of an approximate 10% increase in dues in order to keep the association’s reserve funding from going below 53% in the next 10 years as well as prevent special assessments.

Committee Reports:

Architectural – No report.

Landscaping – The Board reviewed the following items:

- Completed landscape notes from the 9/12/14 walkthrough.
- Loral fall plantings:
 - planter bed in front of 4122 Thain
 - Re-landscaping in front of 522 Thain (Oak tree) (est. 2014-0501)
 - Re landscape behind building 7 mailbox at sidewalk (est. 2014-0826)
 - Install mulch in various locations throughout the site (est. 2014-1279)

- Landscape rebates – The SCVWD rebate application for 1502 square feet of lawn removal and irrigation hardware replacement has been approved. Loral is in the process of scheduling the irrigation replacement. An updated proposal for lawn removal/replacement has been requested from Loral.
- 4131 Thain plum tree pruning – pending inspection.
- Well Report – Abel Espinosa, Advanced Water Systems, provided a recommendation of David Landino of Landino Drilling. PML will contact David Landino for more information. Howard of Loral says that after this weekend, the irrigation demand should be falling off rapidly and we will revert back to the Well for supply in selected areas.
- PML was requested to have Loral provide a proposal to upgrade the landscaping on the side of 506 Thain.

Pool & Recreation –

- Bathroom (shower) painting – Pending completion by Superior Painting.
- Bathroom/Spa ventilation – Pending completion by Dominick Boncore.
- Pool wood deck sealing – A bid has been received from M.L. Nielsen at a cost of \$2,150. Competitive bids have been requested.
- Order signs reminding people to close the gates to the pool area

Insurance Review – No report.

Adjacent Property report – Board made request to install guide wires on fence by Interdale.

Manager's report – The Board reviewed the following items:

- Action List as of October 3, 2014
- Exterior Termite Inspection – Pending notification of the service date by Terminix.
- Ant infestation – The Board reviewed a proposal from Terminix to treat an infestations at buildings 4 and 9 with an initial cost of \$100 and \$59 per month thereafter. It was agreed to proceed with the contract, contingent upon a quote for quarterly service.
- 562/564 Thain sewer line – After a recent sewer backup, the City of Palo Alto inspected the common sewer line and noted that tree roots appear to be infiltrating the common sewer lines. PML confirmed that Roto Rooter performs an annual preventive maintenance service to clear the lines. Further discussion will be made with Roto Rooter to determine if there is an alternate solution to the sewer backups which occur intermittently.
- 4110 Thain patio concrete – A proposal has been provided at a cost of \$600 to replace the damaged concrete due to tree roots uplifting the concrete.
- Clubhouse driveway No Parking sign – The sign will be installed upon receipt.
- Building 7 gas line interior repairs – A proposal has been approved for Dominick Boncore to complete the interior repairs to 550 Thain. Contact needs to be made with 542 Thain to determine if there are any remaining items to repair since the owners have returned from vacation.
- Work orders – A summary of work orders was provided for the Board's review.
- Pet Waste – An owner has stated that people are abusing the landscape area in front of 522 Thain. After some discussion it was agreed to purchase a sign to be posted in the common area.

UNFINISHED BUSINESS

8.1 Security camera installation in clubhouse – Maury Green reported that the security cameras will be installed in November.

9.1 Spa replacement – The Board discussed options for spa replacement. Bids will be obtained for Board review.

9.2 Exterior common area lighting replacement – Maury Green reported that the new landscape lights are scheduled to be installed in November.

9.3 Towing contract – The Board reviewed and approved a contract with Ellison Towing.

NEW BUSINESS

None.

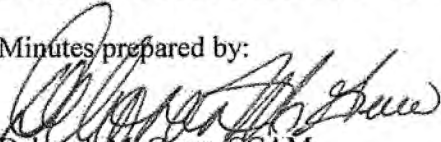
PENDING ITEMS

- **Flat-Roof replacement** – PML reported that Brian Seifert does not recommend the installation of gutter guards, but did recommend that downspout strainers could be installed to keep the debris from blocking the downspouts. Richard Evans commented that in his past experience, the downspout strainers did not do a good job, and instead made gutter materials stick at that area. Board decided not to add them.
- **Reserve Update (3 year site inspection)** – A revised reserve study has been requested from Reserve Analysis Consulting for Board approval.
- **Comcast service agreement renewal** – Maury Green offered to contact Cynthia Lamin of Comcast for a status of the renewal agreement.
- **537/4137 Thain Deck replacement** – Completed by IQV Construction.


ADJOURNMENT & ANNOUNCEMENTS

The next regular Board meeting was scheduled for November 19, 2014, in the association's clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 8:07pm.

Minutes prepared by:


Deborah McGraw, CCAM
PML Management Corporation

Attested:


E. Perky Perkins
Barron Square HOA, Secretary