

BARRON SQUARE HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
January 21, 2015

ORDER

The Barron Square Board of Directors Meeting, which was held in the Association clubhouse, was called to order by President Maurice Green at 7:03pm. Board members also in attendance were Richard Evans, Chris Grillone, John Morrissey, and E. Perky Perkins. Deborah McGraw represented PML Management and another owner attended.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

The owner of 522 Thain attended the meeting to discuss the landscaping in front of the unit and recent repairs to the garage door.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by Richard Evans, the minutes of the November 19, 2014 Board of Directors meeting were approved, as submitted.

EXECUTIVE SESSION DISCLOSURE

The Board of Directors met in Executive Session on January 6, 2015, to review a correction to the earthquake insurance with Walton & Associates. During the meeting, the Board approved the increased loss limit to \$22,245,000 at a 15% deductible for an annual premium of \$49,779.54.

REVIEW ACTION LIST

The Board reviewed the action list and updated various action items, as necessary. During discussion, it was agreed to have PML contact Ellison Towing to determine the appropriate location for the private property parking sign.

REPORTS

Treasurer –A summary of the draft December 2014 financial statement (subject to auditor adjustments) was reviewed as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	46,192	553,748	554,842	(1,094)
Total Maint. & Repairs	8,488	105,440	99,470	5,970
Total Utilities	3,161	36,772	38,260	(1,488)
Total Admin. Expenses	8,138	114,440	114,605	(165)
Total Reserve Expenses	154,327	344,925	747,793	(402,868)
Total Assets		1,530,324		
Total Liabilities		129,825		
Total Fund Balances		1,400,499	1,038,689	est yr end

Chris Grillone expressed his concern with various owners not increasing their dues payments in accordance with the 2015 budget. Deborah McGraw stated that PML will send notices to those owners as a reminder. There was a brief discussion regarding reserve expenses on the December financial statement. Deborah will follow up with Chris with answers to his questions.

Committee Reports:

Architectural – The Board discussed a situation at 4108 Thain where, during a bathroom remodeling project, it was found that the dryer vent didn't connect to the vent cap on the roof. The owner's contractor will reconnect the vent cap. PML was requested to contact the vent cleaning company to find out if this might be an issue with other homes.

Architectural requests: None pending.

Compliance issues:

4170 Thain – front/garage door lock hardware

531 Thain – red drapes

Landscaping –

Carob tree at 4122 Thain – The Board reviewed a request from an owner to remove the Carob tree in front of their home. During the December storms, the tree was significantly pruned from over the owner's exterior parking space. During discussion, the Board agreed not to remove the tree and have Loral provide a formal letter to the owner stating that the tree is stable and not hazardous.

- A landscape walkthrough will be scheduled for February 2015. The completed 10/10/14 walkthrough notes were provided for Board review.
- Loral estimates:
 - 2014-1524 – to remove turf in accordance with the SCVWD approved rebate application and re-landscape at 4102, 4110, and 4139 Thain. Completed – however, the lawn at the front door of 4110 was removed/replaced instead of the lawn facing Thain Way, which was on the approved proposal. The owners at 4110 have expressed their displeasure with the lawn removal; however, since the Landscape Committee has previously discussed removing the lawn in this area, being that the Redwood tree blocks the light sufficient to grow a viable lawn, the Board agreed not to replace the lawn. Loral will remove the lawn facing Thain (in front of 4110 Thain) and replace with drought tolerant plants as previously requested.
 - 2014-1417 – to update the Tree Inventory (3 year cycle, originally provided in 2011), not completed.
 - 2014-1478 – tree trimming and fertilization proposal, not completed.
- 4131 Thain plum tree pruning – Management has spoken with the residents requesting for the plum tree canopy to be reduced.
- Well Report – Pending contact with David Landino. Well water expense for July – December was \$358.56. Total well water expense for 2014 is \$5,272.96. Per Loral: We are currently being supplied by the Well. New planted areas are on twice per week and the remainder of the site just one day.

Pool & Recreation –

- Bathroom (shower) painting – Completed. David Knapp to return to clean up paint drips.
- Bathroom/Spa ventilation – Completed.
- Pool wood deck sealing – to be completed by Barry Chandler. Chris Capp (referred by Maury) didn't have the correct insurance to work on site.

Insurance Review – No report.

Adjacent Property report – No report.

Manager's report – The Board reviewed the manager's report and discussed the following:

- The association's signage map was replaced by Boncore Builders at a cost of \$1,100.
- 562/564 Thain sewer line – Deborah McGraw stated that the Association has a contract with Roto Rooter to clear this sewer line annually, since the Magnolia tree roots get into the line at the pipe seams. Bill Foley of Roto Rooter explained that there is an offset in the sewer line underneath the City's electrical box, so his crew can only use a single 4" blade to clear the line. Roto Rooter has been in contact with the City in order to ask them to repair that section of piping under the utility box. If the section of pipe can be repaired, then Roto Rooter can use a double 4" blade when clearing the line instead of a single blade. A proposal has been received from Loral to remove the tree at a cost of \$354.
- 4110 Thain patio concrete – A letter has been sent to the owner requesting a signature authorizing the work to be done at their expense. No response has been received from the owner.
- Work orders - A summary of work orders was provided for Board review.

- Pet Waste – Management is looking for a smaller sign to be installed in front of 522 Thain indicating that people need to clean up after their pets.
- Balcony debris cleaning – Bright Outlook has scheduled the work for January 28-30, 2015. Richard Evans asked to have the contractor provide a list of balconies that have the most debris.
- 4104 Thain water heater – Maury Green reported that the hot water heater leaked into the unit below, 4102 Thain. The owner of 4104 Thain has reported the damages to their insurance company, who is making the repairs to the unit below. It was noted that Boncore Builders can connect the hot water heater overflow to the pressure release valve water line. If the water heater starts to leak, the water will flow through the line and out of the building.

UNFINISHED BUSINESS

9.1 Pool refinishing/Spa replacement – The Board met with a contractor, before the meeting, to review the possibility of installing a salt water chlorination system. A bid will be provided for Board review.

NEW BUSINESS

1.1 Review architectural modification form – The Board reviewed a revised architectural modification form which clarified owner’s responsibilities. There was no change to the content of the architectural modification procedure. After some discussion, a motion was made by Richard Evans to accept the new form. Maurice Green seconded the motion, which was unanimously approved.

1.2 Painting/dry rot repair 2015 reserve project – PML will obtain bids from project managers, who will prepare specifications for dry rot repairs and repainting/staining the building exterior surfaces.

1.3 Residential building lighting replacement, 2015 reserve project – The Board discussed replacement of the remaining common area light fixtures. During past discussion with the Lighting Committee, the Committee suggested a Mission style of fixture. Maurice Green stated that he will contact Ford Lighting to obtain their recommendations for a suitable fixture. The Board also discussed a situation at 4130 and 550 Thain where the current landscape lighting is insufficient. Before additional lights are installed, Maurice will contact Advanced Lighting to determine the condition of the underground conduit in these areas to ascertain if that conduit is workable in order use that conduit to install new lights.

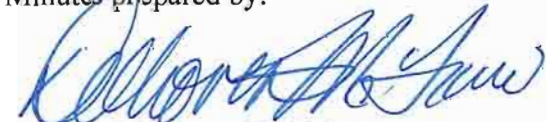
PENDING ITEMS

- ***Flat-Roof replacement project*** – Deborah McGraw stated that per Brian Seifert, the white cones on the roofs which can be seen from the street will be painted brown. It was also noted that proposals 4 – 7, for additional dry rot repairs, have been approved. The project is scheduled for completion in February.
- ***Comcast service agreement renewal*** – No report.
- ***Common area lighting replacement*** – Completed by Advanced Lighting.

ADJOURNMENT & ANNOUNCEMENTS

The next regular Board meeting was scheduled for February 18, 2015, in the association’s clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:22pm.

Minutes prepared by:



Deborah McGraw, CCAM
PML Management Corporation

Attested:



E. Perky Perkins
Barron Square HOA, Secretary