

## **BARRON SQUARE HOMEOWNERS ASSOCIATION**

Minutes of the Board of Directors Meeting

February 18, 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 7:04pm. Board members also in attendance were Richard Evans, Chris Grillone, John Morrissey, and E. Perky Perkins. Deborah McGraw represented PML Management and other owners attended. Brian Seifert of Cox Seifert Total Construction Management/Consulting and George Gumataotao and Steve Exline of Frank Fiala Roofing also attended the meeting.

### **AGENDA/CALENDAR REVIEW**

The Board reviewed the Agenda and Calendar.

### **HOMEOWNER FORUM**

The owner of 522 Thain attended the meeting to discuss the recent roofing project.

### **APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made by Richard Evans and seconded by Chris Grillone, the minutes of the January 21, 2015 Board of Directors meeting were approved, as submitted.

### **REVIEW ACTION LIST**

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

**Flat Roof Project** - At this time, the Board agreed to discuss the roofing project since Brian Seifert, George Gumataotao and Steve Exline attended the meeting at the Board's request. Brian reported that the project has been completed, and that he is very happy with the quality of work provided by George's crew. Maurice Green stated that he has received concerns from owners about the white color of the clubhouse flat roof and the white transitions where the sloped meets the flat roofs. During discussions, the Board asked how the white color on the clubhouse roof and transition areas on all residential buildings could be modified to a darker color that will blend with the surrounding roofs better. After much discussion a motion was made by Chris Grillone to approve applying a roof coating over the clubhouse flat roofs with a color to be selected by the Board. Perky Perkins seconded the motion, which was unanimously approved. Brian was then requested to provide the following information for the Board to review:

1. Provide a cost to coat the clubhouse flat roof in a color of the Board's choice.
2. Provide cost to install and paint sheet metal at all flat to sloped transitions to hide the white curb.
3. Provide cost to roof with composition shingles on the portions of the sloped roofs that transition to the flats up to the ridge. It was noted that for 10 of the buildings there is a small flat front roof. The roofers will not be able to install the composition at this transition because the sloped roof extends past the flat roof and they cannot get a good tie-in at the composition/Firefree location. Sheet metal will be used in those locations.
4. Provide a cost to re-roof all the residential buildings' sloped roofs in composition shingles.

Based on this information, Deborah McGraw was requested to have the reserve analysis company provide a cost analysis for the following:

1. Extending the life on all garage roofs, flat and sloped, for another 5 years,
2. Completing all residential sloped roofs in 2015; and
3. Completing just the residential sloped roofs that transition to the flat roofs in 2015.

## REPORTS

**Treasurer**—A summary of the January 2015 financial statement was reviewed as follows:

	Month	Y-T-D	Budget	Variance	Total Budget
Total Revenue	50,913	50,913	51,032	(119)	612,375
Total Maint. & Repairs	6,322	6,322	2,945	3,377	111,190
Total Utilities	512	512	3,328	(2,816)	39,920
Total Admin. Expenses	8,979	8,979	9,897	(918)	118,738
Total Reserve Expenses	0	0	86,960	(86,960)	1,043,519
Total Assets		1,443,782			
Total Liabilities		13,666			
Total Fund Balances		1,430,116	562,184	est yr end	

The December 2014 financial statement, subject to review by the association's auditor was reviewed as follows:

	Month	Y-T-D	Budget	Variance	Total Budget
Total Revenue	46,192	553,748	554,842	(1,094)	554,842
Total Maint. & Repairs	8,488	105,440	99,470	5,970	99,470
Total Utilities	3,161	36,772	38,260	(1,488)	38,260
Total Admin. Expenses	8,138	114,440	114,605	(165)	114,605
Total Reserve Expenses	159,810	350,408	747,793	(397,385)	747,793
Total Assets		1,530,324			
Total Liabilities		135,308			
Total Fund Balances		1,395,016	1,038,689	est yr end	

Chris Grillone reported that there appears to be a slight increase in homeowner delinquencies.

Deborah McGraw reported that the association's earthquake insurance premium has been paid from the reserve account since the operating account did not have a sufficient balance to pay the premium in full. Therefore the Board agreed to increase the monthly transfer from operating to reserve by \$7,165 in order to repay the account in full by the end of 2015.

### Committee Reports:

#### Architectural –

Architectural requests: The Board reviewed a request from 550 Thain to install 3 new circuit breakers for 3 new outlets. On a motion duly made by Chris Grillone and seconded by Maurice Green, the request was unanimously approved.

#### Compliance issues:

4170 Thain – to be discussed in Executive Session

531 Thain – red drapes, letter sent on 2/9/15  
526 Thain – patio storage, letter sent 2/9/15

*Landscaping – Board review:*

- Contract services – The Board reviewed a request from Loral Landscaping for an increase of 2.8% in the monthly fee to \$5,181. On a motion duly made by Perky Perkins and seconded by Chris Grillone, the request was unanimously approved.
- The landscape walkthrough was performed on 2/13/15. Landscape notes will be provided for review upon receipt. It was noted that some of the new drip tubes are visible and need to be covered with mulch. Chris Grillone mentioned that there are areas where the irrigation overspray appears to be causing dry rot on the buildings.
- Loral estimates:
  - 2015-0203 – for irrigation repairs, Approved.
  - 2015-0161 – to apply a fungicide to the Pear trees affected by Fire Blight, Approved.
- Landscape Rebate – The SCVWD has provided documentation confirming an estimated rebate of \$4,506 for replacement of 1,502 sq. ft. of lawn.
- Well Report – No report.

*Pool & Recreation –*

- Bathroom (shower) painting – Completed.
- Pool wood deck sealing – Barry Chandler has power-washed the deck, but the trees create too much shadowing so the deck stays cool/wet. Barry will return later to stain the deck.
- Janitorial contract – The Board reviewed a request from Bright Outlook for an increase in the contract to \$185/month. On a motion duly made by Maurice Green and seconded by Chris Grillone, the Board unanimously approved the request.

*Insurance Review* – No report.

*Adjacent Property report* – No report.

*Manager's report –*

- Rodent control – Deborah McGraw reported that an inspection was performed by Vector Control with the owner of 522 Thain and PML. Various areas of possible access were discussed at the time of the meeting and PML's maintenance department has addressed those locations. It was noted during the meeting that Vector Control does not recommend bait stations since it apparently draws the rodents to the buildings, so they suggested terminating the bait station contract with Kilroy Pest Control. After some discussion, a motion was made by Chris Grillone, seconded by Perky Perkins, and unanimously approved to cancel the bait station contract.
- 562/564 Thain sewer line – Bill Foley has stated that there is an offset under a Palo Alto Utilities utility box, so Roto Rooter can only use a 4" single blade to clear the line. Arrangements will be made for a meeting with PML, Roto Rooter and a representative from the City to discuss replacement of the sewer line under the utility box. Deborah McGraw also stated that roots from a nearby Magnolia tree cause some of the sewer back-ups. After some discussion the Board agreed to remove the tree, with prior notification to the adjacent owners.
- Work orders - A summary of work orders was provided for the Board's review.
- Pet Waste – No report.

- Balcony debris cleaning – Completed by Bright Outlook. It was noted that the decks with the worst build up were at 557, 4141, and 4164 Thain.

**UNFINISHED BUSINESS**

**9.1 Pool refinishing/Spa replacement** – The Board reviewed comments by Cool Pool about the installation of a salt water chlorinator. Additional information from TC Smith Construction was also reviewed. During discussion PML was requested to obtain clarification about:

1. Will the association’s existing heater have issues with the increased salt content?
2. Will the existing underground pipes corrode with the increased salt content?
3. Is the capacity of the proposed salt chlorinator sufficient for the existing pool?

Deborah McGraw reported that she will be meeting with contractors for additional bids to re-plaster the pool and replace the pool deck.

**1.2 Painting/dry rot repair 2015 reserve project** – Pending receipt of proposals from project managers.

**1.3 Residential building lighting replacement 2015 reserve project** – The Board discussed the varying types of illumination from the LED lighting in a mission style fixture and agreed that the scope of work should include replacement of all exterior building light fixtures, including balconies and patios.

**NEW BUSINESS**

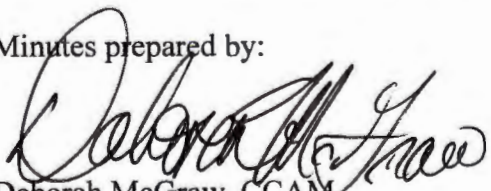
**2.1 Resignation of Board member/Appointment of new Board member** – At this time, Perky Perkins stated that she has decided to resign from the Board. Maurice Green whole heartedly thanked Perky for her many years of commitment to the Board. Perky stated that Jo Stiene, owner of 4166 Thain, has offered to fill her position and Jo has accepted, if the Board approves. After some discussion, a motion was made by Maurice Green to appoint Jo Stiene to fill the remainder of Perky Perkins term as a member of the Board and Secretary. Richard Evans seconded the motion, which was unanimously approved.


**PENDING ITEMS**

- *Flat-Roof replacement project* – Discussed earlier in the meeting.
- *Comcast service agreement renewal* – No report.

**ADJOURNMENT & ANNOUNCEMENTS**

The next regular Board meeting was scheduled for March 18, 2015, in the association’s clubhouse. There being no other business to come before the Board, the Meeting was adjourned into Executive Session for an owner hearing at 9:28pm.

Minutes prepared by:  
  
 Deborah McGraw, CCAM  
 PML Management Corporation

Attested:  
  
 Jo Stiene, Secretary  
 Barron Square Homeowners Association