

BARRON SQUARE HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 March 25, 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 Chris Grillone and Josephine Stiene. Directors Richard Evans and John Morrissey were absent. Deborah McGraw represented PML Management and other owners attended.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. It was agreed to add an item under New Business called “3.3 PML contract review process” for Board discussion only.

HOMEOWNER FORUM

Various homeowners attended the meeting to discuss the following topics:

- Speeding on Thain Way – owners are concerned about the excessive speed of vehicles driving down Thain Way.
- Tesla unloading cars on Maybell Avenue in a no parking zone – an owner is concerned about this being hazardous to bicyclists.
- Oak trees – An owner stated that the oak tree next to 502 Thain needs to be pruned so it doesn’t interfere with parking their car. Another owner stated that the trees appear to have caterpillars.
- Exterior car parking spaces next to messy trees – Owners expressed their annoyance with trees dropping debris on their vehicles. An owner expressly requested the Board to remove one of the messy trees next to her parking space.
- Contractors parking in red zones – Owners expressed their concern with contractors parking in red zones on the private driveways blocking some residents in their exterior parking space.
- Update on roofing project – Some owners attended to ask the Board about what will be done to resolve the white transition lines on the roofs.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Josephine Stiene and seconded by Maury Green, the minutes of the February 18, 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.

EXECUTIVE SESSION DISCLOSURE

The Board of Directors met in Executive Session on February 18, 2015 to discuss a homeowner violation.

REPORTS

Treasurer –A summary of the February 2015 financial statement was reviewed as follows:

	Month	Y-T-D	Budget	Variance	Total Budget
Total Revenue	50,976	101,889	102,064	(175)	612,375
Total Maint. & Repairs	10,253	16,575	18,534	(1,959)	111,190
Total Utilities	1,958	2,470	6,656	(4,186)	39,920
Total Admin. Expenses	12,368	21,348	19,794	1,554	118,738
Total Reserve Expenses	117,423	117,423	173,920	(56,497)	1,043,519
Total Assets		1,356,665			
Total Liabilities		17,576			
Total Fund Balances		1,339,089	562,184	est yr end	

Committee Reports:

Architectural – No report.

Landscaping –

- The Board reviewed the landscape notes from the walkthrough performed on 3/6/15.
- Landscape Rebate – Project completed. Pending receipt of an estimated rebate of \$4,506.
- Well Report – Abel Espinosa advised PML, during the recent quarterly inspection, that there is no power to the well. Modern Electric has been requested to determine the cause of the power failure. Loral has been advised in order to change the irrigation supply water back to City water until the issue has been resolved.
- Exterior car parking spaces next to messy trees – During open forum, owners expressed their annoyance with trees dropping debris on their vehicles. An owner expressly requested the Board to remove one of the messy trees next to her exterior parking space. After some discussion, the Board decided to deny the tree removal request since this situation exists throughout the property in many locations where trees drop debris on cars, owner patios, balconies and walkways. The Board agreed that Barron Square is known for its many trees which create a park like setting and add to the overall increased equity of homes in Barron Square.
- Oak Trees – An owner stated during open forum that the oak trees appear to have caterpillars. PML will contact McClenahan Tree Service to spray all oak trees on the property.

Pool & Recreation –

- The Pool Committee noted that the solar panels have been turned on. The Committee requested the Board to look into purchasing new umbrellas and pool furniture.
- Pool wood deck sealing – Pending completion by Barry Chandler.
- Spa/Bathroom tile – The Board requested PML to obtain bids to remove the linoleum in the bathrooms and replace with 1) new linoleum or 2) tile. Bids to apply a non-slip coating to the existing tile in the spa and the showers, and an option for the same coating to be applied to the entire spa/bathroom tile flooring will be obtained for Board review.
- Clubhouse furniture – Deborah McGraw was requested to have the upholstery furniture cleaned inside the clubhouse.

Insurance Review – No report.

Adjacent Property report – No report.

Manager's report –

- 562/564 Thain sewer line – Deborah McGraw met with Bill Foley of Roto Rooter on site and determined that the City of Palo Alto is responsible to repair the offset to the sewer line under the utility box, closest to Thain Way. The City is aware of the situation and will schedule it at their convenience. Roto Rooter is still able to clean the sewer line from building 6 annually with a 4" single blade. Therefore, it was decided that the Magnolia tree does not need to be removed.
- Work orders - A summary of work orders was provided for the Board's review.
- Pet Waste – A sign reminding residents to pick up after their pet has been ordered and will be installed by PML's maintenance department in front of 522 Thain.
- Speeding on Thain Way – During open forum, owners expressed their concern with the excessive speed of vehicles driving down Thain Way. Maurice Green offered to contact the Palo Alto Chief of Police to discuss the situation.
- Tesla unloading cars on Maybell Avenue in a no parking zone – an owner is concerned about this being hazardous to bicyclists. It was agreed for the Board to develop a complaint letter to the City and the business.

- Contractors parking in red zones – Owners expressed their concern with contractors parking in red zones on the private driveways blocking some residents in their exterior parking space, specifically around the exterior parking space for 546 Thain. After some discussion it was agreed to have a sign posted at the entrance to the driveway allowing Ellison Towing to remove illegally parked vehicles.

UNFINISHED BUSINESS

9.1 Pool refinishing/Spa replacement – The Board spoke with TC Smith over the phone to clarify some questions as follows:

1. Will the association’s existing heater have issues with the increased salt content? No, the heater will not be affected.
2. Will the existing underground pipes corrode with the increased salt content? No, the pipes are mostly PVC and not affected by the salt content in the water.
3. Is the capacity of the proposed salt chlorinator sufficient for the existing pool? Yes.
4. Will the salt water cause an accelerated corrosion of the metal fitting, lamp housings, and possibly pitting of the deck surface or even of the plaster surface in the pool? No. The amount of salt in the water is not enough to cause this to occur with plaster or fiberglass pool surfaces.

Pool - After some discussion Chris Grillone made a motion to approve of the bid from Corby Gould at a cost not to exceed \$8,500 to refinish the pool surface with fiberglass and replace the hand rails. Maurice Green seconded the motion which was unanimously approved.

Spa – Maurice Green made a motion for Corby Gould to drain, clean, wax, and re-stripe the spa with black fiberglass resin at a cost of \$850. Chris Grillone seconded the motion, which was unanimously approved.

Pool Deck – A motion was made by Chris Grillone to approve of the proposal from Gonzalez Masonry to remove/replace the concrete deck with colored, stamped concrete at a cost not to exceed \$26,000 with the provision that the Pool Committee provides the Board with their feedback on the color of the concrete. Maurice Green seconded the motion, which was unanimously approved.

Salt Chlorinator – After some discussion a motion was made by Maurice Green to have TC Smith install an AquaPure salt generator at a cost not to exceed \$1,850. Chris Grillone seconded the motion, which was unanimously approved.

Monthly pool/spa maintenance service – Chris Grillone made a motion to cancel the service with Cool Pool and hire TC Smith with PoolFXR to perform the monthly maintenance at \$275/month, which includes maintenance of the existing solar system. Maurice Green seconded the motion, which was unanimously approved.

1.2 Painting/dry rot repair 2015 reserve project – Pending receipt of proposals from: DLC Construction Management, Richard Avelar & Associates and RFICOM Construction Management Solutions.

1.3 Residential building lighting replacement 2015 reserve project – Maurice Green offered to purchase frosted white glass Mission style fixtures for review.

NEW BUSINESS

3.1 Annual Meeting of Members, 2015 – It was noted that the annual meeting has been set for 4/15/15, with Maurice Green and John Morrissey on the ballot for reelection to the Board. Chris Grillone expressed his displeasure with the fact that the date of the meeting was not changed, since he cannot attend on 4/15/15. Chris agreed to provide a brief Treasurer’s statement for Maurice Green to read at the meeting.

3.2 Emergency Services – Maurice Green reported that he is attempting to convince the Barron Park HOA and the City of Palo Alto to share in the cost of purchasing and installing an antenna on the Barron Square clubhouse, which is to be used for emergency service radio communication during a disaster.

3.3 PML Management contract review process -- Chris Grillone discussed the option of establishing a contract review committee of homeowners for review of the management contract.

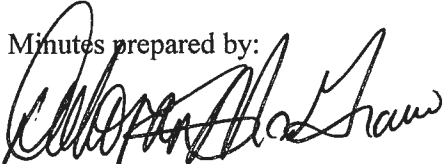
PENDING ITEMS

- **Flat-Roof replacement project** – The Board reviewed costs provided by Brian Seifert for the re-coating of the clubhouse roof, painting/installing additional sheet metal to cover the white transition areas, and replacement of the sloped shingle portions of the sloped roofs that transition to the flat portions of the roof up to the ridges. After much discussion a motion was made by Chris Grillone to have Frank Fiala Roofing re-coat the clubhouse roof in either a light grey or dark grey (to be determined after review of a sample) at a cost of \$4,900. It was agreed to table the other items until information has been received from Frank Fiala Roofing for a base cost to replace all residential building sloped roofs with composition shingles, which will be provided to the reserve analysis company in order for a cost analysis to be provided to the Board.
- **Comcast service agreement renewal** – Maurice Green will communicate to Comcast that since the Association and Comcast failed to come to an agreement during contract negotiations, the contract has therefore been cancelled.

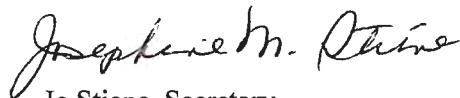
ADJOURNMENT & ANNOUNCEMENTS

The next meeting will be the Annual Meeting of Members, to be held on April 15, 2015 in the association’s clubhouse at 7:00pm. The next regular Board meeting was scheduled for May 20, 2015, in the association’s clubhouse. There being no other business to come before the Board, the Meeting was adjourned into Executive Session to discuss an homeowner violation 9:55pm.

Minutes prepared by:


Deborah McGraw, CCAM
PML Management Corporation

Attested:


Jo Stiene, Secretary
Barron Square Homeowners Association