

BARRON SQUARE HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 July 14, 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 7:00pm. Board members also in attendance were Richard Evans, Chris Grillone and Josephine Stiene. Board member John Morrissey was absent. Deborah McGraw represented PML Management.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

None.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Richard Evans and seconded by Josephine Stiene, the minutes of the 6/17/15 were approved as submitted.

REVIEW ACTION LIST

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

- On a motion duly made by Chris Grillone, Maurice Green was requested to contact the City of Palo Alto, on behalf of the Association, and advise them that the car dealership on El Camino is in violation of the City ordinance requiring them to load/unload vehicles off City property (Maybell Lane). Maurice Green seconded the motion, which was unanimously approved.
- Loral Tree Service was requested to inspect the Pine tree damage to the tennis court fence and provide a written report of their findings.

REPORTS

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

	Month	Y-T-D	Budget	Variance	Total Budget
Total Revenue	50,892	305,633	306,192	(559)	612,375
Total Maint. & Repairs	6,490	50,349	55,602	(5,253)	111,190
Total Utilities	3,332	12,448	19,968	(7,520)	39,920
Total Admin. Expenses	9,313	60,121	59,382	739	118,738
Operating sub total	19,136	122,919	134,952	(12,033)	269,848
Total Reserve Expenses	1,636	201,450	521,760	(320,310)	1,043,519
Total Assets		1,394,714			
Total Liabilities		18,433			
Total Fund Balances		1,376,280	562,184	est yr end	

After review of the engagement letter from CPA Marco Lara, a motion was made by Maurice Green to have Marco Lara perform the association's annual audit and tax preparation. Josephine Stiene seconded the motion, which was unanimously approved.

Architectural Committee –

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
6/15/15	586 Thain	To replace interior carpet with laminate wood flooring throughout unit; and replace vinyl floor in bathrooms and laundry.	Administratively approved.
6/27/15	4168 Thain	To install a privacy trellis along the front edge of front balcony	Pending

The Board reviewed a request from Richard Evans, 4168 Thain, to install a privacy trellis along the front edge of his front balcony. After some discussion a motion was made by Maurice Green to approve of the request provided that Richard is made aware that by installing the screening, they may be reducing the ability to vacate the property in case of an emergency. Chris Grillone seconded the motion, which was approved with Richard Evans abstaining from the vote.

Landscape Committee – The Board reviewed the following information:

- Completed July landscape walkthrough notes from Loral Landscaping.
- Well Report – During the quarterly inspection, Abel Espinosa of Advanced Water Systems advised that his tech reset the pump saver for the well three times since it had overloaded, and was making a lot of noise. Richard Wong of Garcia Well & Pump stated that the pump saver turns itself off when there isn't any water in the well; so he will send out a tech from his office to take a look and make sure the system is ok.

Pool/Recreation Committee – The Board reviewed the following information:

- Gonzalez Masonry will acid wash and seal the concrete pool deck after the pool season is over.
- Salt water chlorinator – Pending installation by TC Smith.
- ORP controller for spa chlorination – TC Smith will provide proposal for the replacement of the manual chlorinator to an automatic chlorinator.
- Tennis courts – Saviano will repair an area of the tennis court surface that is peeling.

Chris Grillone expressed his desire for the residents to be reminded of the association's approved pool rules. The Board discussed an incident with a resident having too many guests at one time, use of a barbeque, and some of their guests smoking cigarettes/cigars in the pool area. After some discussion Chris Grillone made a motion to modify the existing pool rules to prohibit smoking and cooking (including the use of barbeques) in the pool area. Maurice Green seconded the motion, which was unanimously approved. It was also reported that an unknown resident has been propping open the pool gate with a brick, violating the Palo Alto pool safety regulations. PML was requested to obtain stronger signage notifying residents that the gates are to be closed at all times.

Insurance Review – No report.

Management contract review – Indefinitely tabled per the Board of Directors.

Roofing Committee – Richard Evans, as Board liaison, reported that the committee members Laszlo Tokes, Ruth & Mike Lowy, and Ree & Gary Dufresne met and discussed the white transition strips, concern about the possibility of white flat roof being installed on the garages, and re-roofing the remainder of the complex. The committee agreed to contact Jack Wiecks Associates, Inc. to obtain a cost for a formal roof survey and recommendations for replacement of the remaining flat roofs and sloped roofs, which would include alternatives for replacement and timing for replacement.

Insurance Review Committee – No report.

Adjacent Property report – No report.

Manager's report -- The Board reviewed a summary of work orders for information only. No action was required. The board approved for Bright Outlook to clean cobwebs from all buildings which are reachable with a 24 foot extension pole, not including decks and balconies at a cost of \$435.

UNFINISHED BUSINESS

1.2 Painting/dry rot repair project -- After some discussion, it was agreed for Maurice Green and Richard Evans to contact the project manager's references for discussion at the next Board meeting.

1.3 Residential building lighting replacement -- No report.

NEW BUSINESS

None.

PENDING ITEMS

None.

ADJOURNMENT & ANNOUNCEMENTS

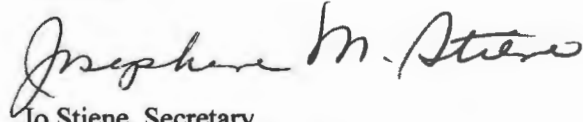
The next regular Board meeting was scheduled for August 19, 2015, in the association's clubhouse. There being no other business to come before the Board, the Meeting was adjourned in to Executive Session to discuss a homeowner issue at 9:25pm.

Minutes prepared by:



Deborah McGraw, CCAM
PML Management Corporation

Attested:



Jo Stiene, Secretary
Barron Square Homeowners Association