

BARRON SQUARE HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 October 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 7:02pm. Board members also in attendance were Chris Grillone, Richard Evans John Morrissey and Josephine Stiene. Deborah McGraw represented PML Management and other owners attended.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. Maurice Green mentioned that the annual social event was of concern since the date has not yet been established. After some discussion it was agreed to try and set the date for Sunday, November 1, 2015, at 4-16pm in the Clubhouse. Deborah McGraw was requested to have the association's insurance brokers attend the November Board meeting in order to discuss the renewal policies which are effective 1/1/16. Josephine Stiene will discuss the annual gardener appreciation amounts with Marion MacGillivray. Laszlo Tokes is expected to turn off the pool solar in November and Maurice Green will send out a newsletter.

HOMEOWNER FORUM

None.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Maurice Green and seconded by Richard Evans, the minutes of the 9/24/15 Board of Directors meeting were approved as submitted.

EXECUTIVE SESSION DISCLOSURE

On a motion duly made by Maurice Green and seconded by Josephine Stiene, the minutes of the 9/24/15 Executive Session Board meeting were approved as submitted. The PML Management contract was discussed and approved during the executive session meeting.

REVIEW ACTION LIST

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

REPORTS

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

	Month	Y-T-D	Budget	Variance	Total Budget
Total Revenue	80,919	458,456	459,288	(832)	612,375
Total Maint. & Repairs	6,514	74,730	83,403	(8,673)	111,190
Total Utilities	4,191	26,565	29,952	(3,387)	39,920
Total Admin. Expenses	8,488	86,788	89,073	(2,285)	118,738
Operating sub total	19,194	188,083	202,428	(14,345)	269,848
Total Reserve Expenses	590	218,903	782,640	(563,737)	1,043,519
Total Assets		1,465,219			
Total Liabilities		18,732			
Total Fund Balances		1,446,486	562,184	est yr end	

2016 Draft Budget – The Board reviewed a draft budget as prepared by Deborah McGraw and Reserve Analysis Consulting. After some discussion Deborah was asked to have Reserve Analysis Consulting make some adjustments to the reserve study, and provide alternate scenarios for roof replacement for the Board to review.

Committee Reports:

Architectural – It was noted that approval has been granted to the owner of 4108 Thain to remove the existing windows and replace them with retrofitted double paned Simonton Daylight max 7300 series windows, espresso exterior and white interior, along with replacement of the patio doors with newly constructed doors.

Landscaping/Grounds – Chris Grillone expressed his concern about the health of the Redwood trees during the drought. Deborah McGraw will address this with Loral Landscaping.

Pool/ Recreation –

- Acid wash of concrete pool deck – To be done by Gonzalez Masonry after the pool season is over. A request for a date in mid-November has been submitted.
- Clubhouse shower remodeling – The Board discussed a proposal submitted by Boncore Builders to change the configuration of the showers. It was agreed to look at options from other contractors to not only remodel the shower, but the entire bathroom facilities.

Roofing – Deborah McGraw stated that Brian Seifert, project manager for the flat roofing project, has been notified of the various issues found during Richard Norris' recent inspection. It was noted that the Roofing Committee members developed a list of questions for the Board to review prior to being submitted to Richard Norris for comment. After much discussion Maurice Green reported that he had discussed some roofing issues with Dr. Norris and offered to review the list and provide his feedback to the committee.

Adjacent Property report – No report.

Manager's report –

- A summary of work orders has been provided for the Board's review.
- Annual Termite inspection – completed, waiting for report.

UNFINISHED BUSINESS

9.1 Pool Safety – Maurice Green provided information he has obtained about ways to increase pool safety: 1) increase the height of the gates and modify them so they open outward and provide emergency egress with a panic bar; 2) change the individual unit gate closing mechanisms so they close automatically and install a latch lock at the top of the gate in order to prevent a small child from accessing the pool area without adult supervision; and 3) change to an electronic key card or fob system. After some discussion it was agreed to have the reserve analysis group add \$30,000 to the existing budget which would be spent in 2016 in order to complete these projects.

9.2 Visitor/Resident Parking – No report.

9.3 Fireplace leaking chase top, 514 Thain Way – The Board reviewed proposals from Frank Fiala Roofing and Ben's Roofing to replace the leaking chimney chase top. After some discussion a motion was made by Maurice Green to hire Frank Fiala Roofing provided that the scaffolding will not inhibit the residents at 516 from access to their unit during the project. Chris Grillone seconded the motion, which was unanimously approved.

9.4 Property line fence replacement, 4146 El Camino & 553 Driscoll Place – Deborah McGraw reported that the owner at 553 Driscoll Place has agreed to share in the cost to have All Fence replace the property line fence at a cost to the association at \$610. However, there has been no response from the owner of 4146 El Camino for the replacement of the property line fence.

NEW BUSINESS

10.1 Review solar energy information from Slingshot Power – Maurice Green reported that he has looked into options for solar panel installation and found that it is not feasible at this time for individual unit owners to install solar panels on the residential buildings.

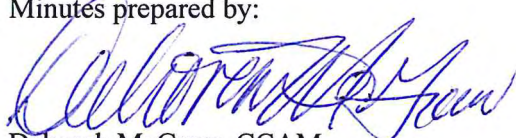
PENDING ITEMS

- **Painting/dry rot repair project, construction manager report** – Mike Carithers of Richard Avelar & Associates attended the meeting to discuss the report of dry rot repair items found during the recent on-site inspection. During discussion, it was agreed to have the project manager look into options for changing to different types of materials for replacement of horizontal surfaces which will last longer than the existing wood product. Since the Board showed interest in possibly changing the color scheme of the complex, Deborah McGraw offered to obtain bids from color consultants.
- **Residential building lighting replacement** – No report.
- **Tree Management Experts report, 582 Thain Oak tree resident feedback** – Based on the information sent to the residents close to the tree, it was determined that removal of the tree is preferred. Therefore Maurice Green made a motion to hire Loral Landscaping to remove the Oak tree. Chris Grillone seconded the motion which was unanimously approved. Deborah McGraw will start the permit process with the City of Palo Alto.

ADJOURNMENT & ANNOUNCEMENTS

The next regular Board meeting was scheduled for November 18, 2015, in the association's clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 10:44pm.

Minutes prepared by:


Deborah McGraw, CCAM
PML Management Corporation

Attested:

Josephine Stiene, Secretary
Barron Square Homeowners Association