

BARRON SQUARE HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 January 27, 2016

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, Richard Evans, John Morrissey and Josephine Stiene. Deborah McGraw represented PML Management.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. PML was requested to note on the annual calendar the renewal date for the association's service agreement with Comcast in May 2019.

HOMEOWNER FORUM

An owner advised the Board that the residents at 561 Thain have placed an unapproved bamboo screen on the front door landing.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by Maurice Green, the minutes of the November 18, 2015 Board of Directors meeting were approved as corrected.

REVIEW ACTION LIST

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

REPORTS

Treasurer – A summary of the December 2015 draft financial statement, subject to auditor review, was reviewed as follows:

	Month	YTD Actual	YTD Budget	Variance	Total Budget
Total Revenue	50,897	611,145	612,375	(1,230)	612,375
Total Maint. & Repairs	7,004	102,765	111,190	(8,425)	111,190
Total Utilities	2,233	38,243	39,920	(1,677)	39,920
Total Admin. Expenses	9,743	115,883	118,738	(2,855)	118,738
Operating sub total	18,980	256,891	269,848	(12,957)	269,848
Total Reserve Expenses	151	229,299	1,043,519	(814,220)	1,043,519
Total Assets		1,543,085			
Total Liabilities		23,114			
Total Fund Balances		1,519,971	562,184	est yr end	

Committee Reports:

Architectural –

- 541 Thain has complied with the association's window covering rules.
- Copies of final building permits have been received from the following owners who had previously received architectural modification approvals:
 - 512 – Change out electric sub panel
 - 516 – Exterior building modifications
 - 4108 – Window replacement
- An architectural sale inspection was performed at 553 Thain.

Landscaping/Grounds –

- There was no water production for the well July 2015 – December 2015.
- The owner of 675 Florales Street has removed 3 Pine trees in their backyard, adjacent to building 6. No damage was sustained to the association's property.

Pool/ Recreation –

- Spa chlorinator – It was noted that a controller which will automatically measure the chemicals in the spa was installed.
- Bathroom Remodeling – Maurice Green noted that he will contact Boncore Builders regarding the development of remodeling specifications for the Board's review.
- Pool Gates – Maurice Green reported that he is in the process of discussing modification costs with the potential vendors.

Roofing –

Sloped roof replacement - Maurice Green offered to develop a clear set of questions for feedback in response to the roof evaluation report prepared by Norris Consulting Services in September 2015. These questions will be provided to Richard Evans as chairman of the Roofing Committee. It is the intent that the Committee will meet with Norris Consulting Services to develop recommendations for sloped roof replacement which will be provided to the Board for review. The Board requires information about options for replacement product type, component life expectancy, cost and timing for replacement. It is the intent that at least two options for roof replacement will be provided to the association's reserve analysis company for the Board to review.

Roof maintenance - It was noted that Laszlo Tokes indicated that he may have a contact for fire free replacement tiles. George with Frank Fiala Roofing will meet with Laszlo to review the proposed tile to determine if it will be a suitable replacement.

Adjacent Property report – Maurice Green noted that, per Ree Dufresne and Ruth Lowy, there has not been any new developments regarding the improvement of the adjacent vacant lot at 4146 El Camino.

Manager's report – A summary of vendor work orders was reviewed.

UNFINISHED BUSINESS

11.2 State Farm and Walton & Associates Insurance renewal –

Earthquake coverage - After review of three options for earthquake coverage, Chris Grillone made a motion to approve of purchasing earthquake insurance from QBE Specialty Insurance Corporation, through Walton & Associates, with a loss limit of \$28,740,000, a deductible of 15% and an annual premium of \$47,812.80. John Morrissey seconded the motion which was unanimously approved.

Condo Package Policy – Chris Grillone made a motion to approve of modifying the association's insurance coverage to increase the blanket coverage to \$20,543,800, increase auxiliary structures (detached garages, recreation building, pool, and well) to \$1,312,000, increase the deductible to \$15,000, and add a \$50,000 managing agent endorsement to the existing fidelity bond at an annual premium of approximately \$28,170. Maurice Green seconded the motion which was unanimously approved by the Board.

NEW BUSINESS

1.1 Painting color consultation services – The Board discussed the option of changing the association's color scheme during the upcoming painting project. Ann Thomas of Dunn Edwards Paint, Gina Spada of Sherwin Williams can provide complimentary color consultation services and independent color consultant, Bob Buckter,

provided a bid at \$1,650 for consultation services. After some discussion the Board decided to ask Ann and Gina for alternate color schemes; at least one similar to the existing paint scheme and another different to the existing color scheme. After review, if the Board is not happy with the options, they will consider hiring Bob Buckter.

1.2 Well pump system repairs – Dues to on-going issues with the well pump mechanism, Garcia Well and Pump was requested to inspect the system and provide their recommendations to bring the well back into production. Their findings are as follows:

- Initial inspection of the well pump system found the pump drawing excessive amperage and tripping off the electrical breaker safety switch.
- Extracted the pump for a visual inspection and found lots of silty sand covering the pump unit, which was tested and found to be functional.
- Apparently the well depth has decreased over time and so the pump was found sitting in debris of mud, sand and silt. This created the overheating conditions and excessive wear on the motor which in turn was causing the over amperage which then tripped off the electric breaker switch.
- Records show that the well was originally measured (in 2007) at approximately 87 feet deep and the pump installed at a depth of 80 feet. Now the well is measuring 70 feet and the pump was reset at 60 feet.
- Recommend that the well should be cleaned out and restored to its original depth. Cost to clean out the well, develop it and perform a new flow test is \$6,200 and will take about 4-5 days to complete.

After much discussion, it was agreed to have Richard Evans submit a variety of question to PML which will be forwarded to Garcia Well & Pump.

PENDING ITEMS

- *Painting/dry rot repair project* – The Board reviewed a bid summary, prepared by Richard Avelar & Associates (RAA), of proposals received from AC Enterprises, IQV Construction and Reconstruction Services. Based on this information, various questions arose such as:
 - Who is on site at all times, the supervisor and foreman?
 - How often is the project manager on site?
 - Can the bidders provide sample reports and frequency of submittal to the Board?
 - Do the bidders provide project management services independently from RAA?

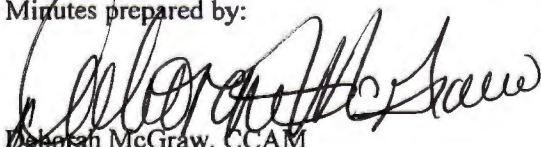
After further discussion, it was suggested to hold an Executive Session with RAA and then the project manager and estimator from each construction company separately afterward.

- *Residential building lighting replacement* – No report.
- *582 Thain Oak tree removal* – PML reported contact has been made with the City of Palo Alto to obtain a permit for the tree's removal.
- *Visitor/Resident Parking* – Maurice Green offered to clarify the existing parking policy which will be distributed to all owners and tenants.
- *Property line fence replacement, 4146 El Camino* – A follow up letter has been sent to the adjacent owner providing a deadline of 2/5/16 to respond to the Board's request to share the replacement expense.

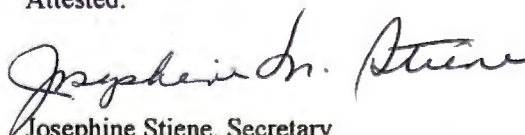
ADJOURNMENT & ANNOUNCEMENTS

The next regular Board meeting was scheduled for February 17, 2016, at 7:00pm in the association's clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:40pm.

Minutes prepared by:


Deborah McGraw, CCAM
PML Management Corporation

Attested:


Josephine Stiene, Secretary
Barron Square Homeowners Association