

**BARRON SQUARE HOMEOWNERS ASSOCIATION**  
 Minutes of the Board of Directors Meeting  
 March 16, 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 7:11pm. Board members also in attendance were and Richard Evans and Josephine Stiene. Board member Chris Grillone and John Morrissey were absent. Deborah McGraw represented PML Management and other homeowners attended.

**AGENDA/CALENDAR REVIEW**

The Board reviewed the Agenda and Calendar.

**HOMEOWNER FORUM**

4168 Thain – the owner stated that they are experiencing an issue with a downspout that appears to be mis aligned and doesn't allow for proper water flow. PML will issue a work order to Ace Raingutter to inspect the downspout and provide their recommendations for repairs.

4106 Thain – the owner stated that they are replacing their water heater and will advise the Board if they are able to work with the contractor to have the overflow drain outside the building.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made by Richard Evans and seconded by Maurice Green, the minutes of the February 17, 2016 Board of Directors meeting were approved as submitted.

**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
<b>Total Revenue</b>	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
<b>Operating sub total</b>	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	

Management expressed concern about the \$1.3M currently held in the Merrill Lynch reserve account and suggested that the Treasurer confirm if the account is divided between multiple financial institutions. FDIC insurance covers up to \$250,000 in any one financial institution.

**Committee Reports:**

*Architectural* –

- 561 Thain – the owner has been notified that the bamboo screen, installed at the front door, is in violation of the association's rules and needs to be removed.

- 533 Thain – the residents have been requested to park properly in their exterior parking space.
- 4170 Thain – the owner has been contacted regarding the replacement of the unapproved front door and pedestrian garage door lock issue due to a color issue.
- 4150 Thain – the owner submitted a formal request to retain the rope lights they installed attached to the underside of the front patio, which has been approved in conjunction with the Board’s decision at the last meeting.

*Landscaping -*

- S.P. McClenahan has scheduled the Oak tree pruning for May 25<sup>th</sup>. Loral Landscaping will complete the application of a fungicide on the fire blight affected Pear trees.

*Grounds –*

- Mailbox damages – Due to damages caused by an unknown source, the Board reviewed a proposal from IQV Construction to repair the roof and trim to the mailbox kiosk in front of building 5. After some discussion the Board agreed to hire IQV construction for the repair, provided that the bid from Frank Fiala Roofing is not less than the current proposal at \$1,653.01.
- Tennis court maintenance – Management recommends hiring Bright Outlook, the association’s janitorial service, to sweep the tennis courts once per week and wash once per month at a cost of \$115/month.

*Pool/ Recreation –*

- Spa chlorinator – It was noted that the pool company is in the process of installing the automatic chlorinator for the spa.
- Bathroom remodeling project – Maurice Green stated that he has had difficulty contacting Boncore Builders and will look at discussing the project with another construction company.
- Pool Gates – No report.

*Roofing –*

- Maurice Green and Richard Evans have worked together to develop questions for review and response from roofing consultant Richard Norris. It is the intent of the committee to meet with Mr. Norris to review responses to the list of questions.
- Roof maintenance - Arrangements are being made for Laszlo Tokes, Dick Evans and George Gumataotao from Frank Fiala Roofing to meet and review sample roofing products which will be used to replace the missing fire free tiles on the sloped roofs.

*Adjacent Property report* – No report.

*Manager’s report* – No report.

**UNFINISHED BUSINESS**

**1.1 Painting color consultation services** – The Board reviewed alternate paint schemes submitted by representatives from Sherwin Williams and Dunn Edwards Paint. It was noted that the recommended paint schemes were not much different from the existing color scheme, with variations of darker tans and greens. Therefore, after some discussion, the Board agreed to stay with the current color scheme using the color palette provided by Sherwin Williams. The Board asked for the Sherwin Williams representative to recommend a type of paint that would keep its luster in between paint cycles.

**1.2 Well pump system repairs** – The Board reviewed information provided by Richard Wong of Garcia Well & Pump in response to the Board’s previous questions. In summary, Richard states:

The well is filling in at a rate of approximately 7 to 8 feet every 3 to 4 years. The larger the volume of incoming water, the faster the water is pulled into the well, the more chance that debris will be brought into the well with the water. Sometimes slowing the volume of incoming water can decrease the amount of debris being brought into the well. Richard recommends the installation of a storage tank in order to draw the water slowing and store it for use later. The well is constructed with 5" pvc and the well pump is 4" in diameter, leaving only 1/2" space between the well pump and the well casing, therefore it's not really enough space to install any type of protection (or lining) around the well pump to reduce the silt intrusion. Currently there are smaller pressure tanks which hold a lot less capacity than a storage tank, about 100 gallons of water each. A storage tank would be much larger 8 to 12 feet in diameter by 8 to 12 feet tall, depending on volume. Placement of the tank would be up to the board and landscaper. Richard would probably have to sit with Howard to design the size of the storage tank. They could try to clean out the well then attempt to re-develop the well via a pumping procedure but there are no guarantees that this would work, and it would probably take 1 to 2 weeks to complete. Overall, the well should be cleaned out no matter what.

Based on this information, the Board asked about performing an ROI for the well production. Deborah McGraw will ask Richard Wong if he can provide the ROI for the Board's review.

**2.1 2016 Annual Meeting** – It was noted that the Board members up for re-election at the 4/20/16 Annual meeting this year are Josephine Stiene, Chris Grillone and Richard Evans. Since no other homeowners have requested to be included on the ballot, the Board agreed to mail the annual meeting packet with the current Board members as incumbent candidates for re-election.

#### **NEW BUSINESS**

**3.1 Legal Updates** – Deborah McGraw provided information discussed at the recent California Association of Community Managers (CACM) Law Seminar regarding changes to Civil Code. This was informational only, no action was required by the Board.

**3.2 514 Thain chimney chase repairs** – Since the owner of 514 Thain recently notified PML that the leak has returned to her chimney, Frank Fiala Roofing has been requested to make the repairs to the chimney chase as previously approved by the Board.

**3.3 Insurance updates** – The Board reviewed documentation confirming that the policies had been renewed at the limits requested. It was also noted that the association's worker's compensation policy is due to renew in May with an annual premium which will increase from \$827 to \$1,031.

#### **3.4 Roof ponding issues** –

- 504 Thain garage roof ponding- Frank Fiala Roofing inspected the roof and stated that the roof does not appear to have much slope and recommends either installing a tapered roofing system, try to fill the low spots with a fan-fold material, or possibly installing a drain. Ultimately none of this is warranted work. Their ultimate suggestion is to replace the garage flat roofs and install a better system that slopes properly to the existing drains.
- 551 Thain – issues with water streaking down the front of the garage along the siding. Apparently the issue is related to the roof. The tar and gravel at the edge of the roof near gutter has failed and is, in need of repair.

**3.5 2016 Reserve projects** – The major reserve project scheduled for this year are:

- Asphalt repairs, seal coat and striping
- Tennis court resurfacing
- Solar panel replacement
- Clubhouse gate/lock upgrade
- Garage flat roof replacement
- Dry Rot repair/Painting project

**PENDING ITEMS**

- **Painting/dry rot repair project** – The Board reviewed feedback from Ken Kosloff, project manager for Richard Avelar & Associates, regarding the 3 bidders. Based on this information, and a review of references for the bidders, a motion was made by Maurice Green to approve of hiring AC Enterprises as the contractor and engage Richard Avelar & Associates as project manager during the construction project. Richard Evans seconded the motion, which was unanimously approved. Deborah McGraw will contact Ken Kosloff who will prepare a contract for Board review.
- **Residential building lighting replacement** – No report.
- **582 Thain Oak tree removal** – Removal permit documents have been prepared and submitted to the city for approval.
- **Property line fence replacement, 4146 El Camino** – Deborah McGraw reported that the fence project has been completed. An invoice will be sent to the neighboring property owner to pay for ½ of the installation, as previously agreed.

**ADJOURNMENT & ANNOUNCEMENTS**

The Annual Meeting of Members was scheduled for April 20, 2016 and the next regular Board meeting was scheduled for May 18, 2016, at 7:00pm in the association's clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:32pm.

Minutes prepared by:



Deborah McGraw, CCAM  
PML Management Corporation

Attested:



Josephine Stiene, Secretary  
Barron Square Homeowners Association