

BARRON SQUARE HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 July 20, 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 7:04pm. Board members also in attendance were and Richard Evans, Chris Grillone, John Morrissey and Josephine Stiene. Deborah McGraw represented PML Management.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. No significant changes were made.

HOMEOWNER FORUM

An owner expressed concern about the Pine tree in front of 590 Thain that drops heavy Pine cones on vehicles and causes dents. The owner asked for one of the large limbs to be cut that significantly hangs over the exterior parking spaces below.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Richard Evans and seconded by John Morrissey, the minutes of the June 22, 2016 Board of Directors meeting were approved as submitted with Chris Grillone abstaining from the vote since he was not in attendance at the last meeting.

REVIEW ACTION LIST

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

REPORTS

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

| | Month | YTD Actual | YTD Budget | Variance | Total Budget |
|----------------------------|---------------|-------------------|-------------------|-------------------|---------------------|
| Total Revenue | 50,894 | 305,444 | 304,740 | 704 | 612,375 |
| Total Maint. & Repairs | 18,633 | 63,188 | 50,610 | 12,578 | 111,190 |
| Total Utilities | 5,106 | 24,804 | 19,914 | 4,890 | 39,920 |
| Total Admin. Expenses | 9,958 | 61,951 | 59,358 | 2,593 | 118,738 |
| Operating sub total | 33,697 | 149,943 | 129,882 | 20,061 | 269,848 |
| Total Reserve Expenses | 7,487 | 39,798 | 548,334 | (508,536) | 1,043,519 |
| Total Assets | | 1,653,130 | | | |
| Total Liabilities | | 17,456 | | | |
| Total Fund Balances | | 1,635,674 | 748,326 | est yr end | |

The Board reviewed an engagement letter received from CPA Marco Lara to perform the 2016 audit and tax preparation at an estimated cost of \$2,900. On a motion duly made by Chris Grillone, and seconded by Maurice Green, the Board approved of the engagement.

Committee Reports:

Architectural –

- ACC Requests – The owner of 4152 Thain submitted a request to replace the windows (retrofit windows) and sliding door (new construction) using Michaels Construction Simonton-brand Daylightmax 7300 in espresso exterior color, including changing the picture windows to single hung windows in the living room. After some discussion, a motion was made by Maurice Green to approve of the request. Chris Grillone seconded the motion which was unanimously approved.
- Violations – A letter was sent to 531 Thain advising them that they did not adhere to the pool rules when using the pool after hours and with glass bottles around the pool.

Landscaping -

- *Birch tree removal at 522 Thain* – The owner of 522 Thain has chosen two sites for the installation of two each 24" box Birch trees. Considering the tree failed due to lawn mower damage, Loral has agreed to pay for the replacement of one of the trees.
- *7/8/16 Landscape walkthrough* – Loral submitted a report for items identified during the landscaping walkthrough with PML and Maurice Green. Based on this inspection, estimate 2015-0727 was submitted by Loral. During the inspection, replacement of the Star Magnolia at 551 Thain (at the stairs to 553) was discussed. Tree Management Experts inspected the tree and provided a verbal report to PML where Roy Leggitt stated that the tree appeared to be in poor health for a long time, possibly due to insufficient watering. Therefore, considering the small planting area at the base of the stairs, it is Loral's recommendation to install an Oleander (pink) to which is fairly drought tolerant and will provide nice flowers (Item #4). Item 5 addresses re landscaping the area next to 582 Thain where the Oak tree was removed. After some discussion a motion was made by Chris Grillone to approve of the estimate from Loral. Maurice Green seconded the motion which was unanimously approved.
- *Podocarpus tree pruning in pool* – Tree Management Experts inspected the trees in the pool and provided their recommendations for pruning the trees away from the pool deck. They have also addressed thinning the tall Podocarpus tree in order to give more light to the deep end of the pool in the afternoon. The Board reviewed estimate 2016-719 provided by Loral to prune the trees. After much discussion a motion was made by Maurice Green to approve of the estimate to prune just the trees adjacent to building 10, not the tree at the deep end of the pool. Richard Evans seconded the motion, which was approved by a vote of 4 in favor and 1 against.
- *Pine trees behind 4162 Thain* – Upon inspection by Tree Management Experts, it has been found that the two Canary Island Pine trees are infected with pine pitch canker (an infection) and they cannot be saved. Since the two trees depend on one another, removal of both of the infected trees is suggested. The Board reviewed estimate 2016-0720 provided by Loral to remove the trees. After some discussion a motion was made by Josephine Stiene to remove the trees. Richard Evans seconded the motion which was unanimously approved.

Pool/ Recreation –

- *Pool Pump* – Due to scheduling issues, TC will be installing the new pool filter pump next week.

Roofing –Richard Evans reported that the Committee met with consultant Richard Norris. Richard provided a power point presentation for possible replacement with a metal roof and nearby locations for physical review by the Committee. The Committee will continue to explore pricing for sloped roof replacement materials. It was agreed that Richard Norris will be asked if the garage flat roofs need to be replaced in 2017. This information will be used in conjunction with the association's reserve study.

Adjacent Property report – Maurice Green stated that he has heard the owner's architect is starting to look into rezoning the property from RM15 to RM30. It was noted that the weeds had been removed, but there is dirt being dumped on to the site. Richard Evans stated that he wants to look at grant deed to confirm that there is a servitude running with the deed to not allow access from their property to Barron Square that would have been implemented by the original owner, Mrs. Thain.

Manager's report –

- *Pest Control* – Animal Damage Management met with the owner of 522 Thain regarding issues with rodents. A formal report will be provided to PML for review.

UNFINISHED BUSINESS

1.2 Well pump system repairs - Howard of Loral has agreed to perform an ROI for the well. Documentation will be provided to Howard in order for the report to be generated.

6.4 Clubhouse bathroom remodeling – The Board reviewed a revised proposal from IQV to remodel the bathrooms including modification to the shower to remove the "lip" at the shower entrance. After some discussion PML was requested to have IQV submit an architectural drawing of the bathroom for the Board to review.

NEW BUSINESS

7.1 Resident vehicle registration – Maurice Green expressed ^{his} concern about continued parking abuse. After much discussion, it was agreed to have residents provide vehicle information, such as make/model and license number. PML will revise the roster update form and send it out to all owners/residents.


PENDING ITEMS

- **Painting/dry rot repair project** – After some discussion a motion was made by Maurice Green to approve of a proposal from AC Enterprises to paint the exterior of the fences (including the interior dividing fence) at a cost of \$7,910. Richard Evans seconded the motion, which was unanimously approved. The Board then reviewed a proposal to repair the planter box at 4122 Thain at \$2,100. A motion was made by Richard Evans to approve of the proposal provided that they look for an alternate material to replace the 4x4 posts that will last longer than regular wood. Maurice Green seconded the motion, which was unanimously approved.
- **Residential building lighting replacement** – Maurice Green provided a sample of the Galen light fixture. After some discussion a motion was made by Chris Grillone to approve of the Galen design replacement fixture. John Morrissey seconded the motion which was unanimously approved. Maurice will work with Ford Lighting to purchase the fixtures which AC Enterprise will install.
- **582 Thain Oak tree removal** – Based on recommendations from Tree Management Experts, the Board agreed to have the 2 Oak trees planted in between buildings 2 and 3 (about 15 feet from the curb on Thain Way), and the other behind 590 Thain in between the building and the property line fence.
- **Property line fence replacement, 4146 El Camino** – Completed. Pending reimbursement for ½ cost of the replacement.
- **Chimney Chase repairs** – Chim Chimney performed the cleaning and the chimney chases to remove leaves and general debris. It was noted that the chimney chases were generally in good condition.
- **Gate replacement/electronic lock installation** – Maurice Green reported that the work will begin in mid-August/September.

ADJOURNMENT & ANNOUNCEMENTS

The next regular Board meeting was scheduled for August 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 9:42pm.

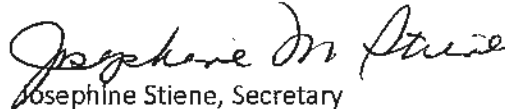
Minutes prepared by:



Deborah McGraw, CCAM

PML Management Corporation

Attested:



Josephine Stiene, Secretary

Barron Square Homeowners Association

