

BARRON SQUARE HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
March 15, 2017

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, John Morrissey and Veena Rajaraman. Board member Richard Evans was absent. Debbie McGraw represented PML Management and another homeowner attended.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

The owner of 516 Thain asked for the sprinkler at the bottom of the stairs to be changed to a pop-up instead of a riser.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Veena Rajaraman and seconded by John Morrissey, the minutes of the February 15, 2017 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 February 2017 financial statement was reviewed as follows:

	Month	YTD Actual	YTD Budget	Variance	Total Budget
Total Revenue	51,877	103,767	103,606	161	609,478
Total Maint. & Repairs	11,180	18,677	18,306	371	101,210
Total Utilities	4,042	7,950	10,672	(2,722)	39,820
Total Admin. Expenses	8,226	17,254	20,412	(3,158)	118,700
Operating sub total	23,448	43,881	49,390	(5,509)	259,730
Total Reserve Expenses	24,168	31,533	76,572	(45,039)	1,096,664
Total Expenses	47,616	75,413	125,962	(50,549)	1,356,394
Total Assets		1,203,698			
Total Liabilities		15,974			
Total Fund Balances		1,187,724	951,805	est yr end	

Committee Reports:*Architctural* –

ACC Requests:

- 4122 Thain – The owner submitted an architectural request to remodel their bathroom and change the lighting in the kitchen. Chris Grillone made a motion to approve the request, provided that a licensed contractor performs the work and final city permits are provided for the plumbing and electrical modifications. Maurice Green seconded the motion, which was unanimously approved.
- 4112 Thain – The owner submitted an architectural request for the following interior modifications:
 - Replace existing “beige colored” light receptacles/plates with white ones

- Add laminate flooring over existing linoleum in laundry room
- Change to more efficient LED lighting
- Exchange existing guest bathroom and kitchen lighting with new updated fixtures
- Replace existing faucet in guest bath with new one
- Re-paint interior walls, change texture on ceiling in hallway, entry, family room and guest bedroom to a different texture before painting.

Maurice Green made a motion to approve of the request contingent upon mandatory sale inspection to confirm the light replacement did not include adding or moving lights which would require electrical wiring modifications. If the modifications require a city permit, a copy of the final permit is required to be provided to management upon completion. Veena Rajaraman seconded the motion, which was unanimously approved.

Landscaping:

- *Monthly landscape review* - Notes from the 3/3/17 landscape walkthrough were provided for board review.
- *Pine tree removal* – Completion pending installation of Marina Madrone and Oak trees.
- *Oak tree pruning/fertilization* – On a motion duly made by Maurice Green and seconded by Chris Grillone the board unanimously approved of the pruning and fertilization proposal from S.P. McClenahan Tree Services at a cost of \$4,560.
- *Eucalyptus tree at 550 Thain* – The owner has expressed concern about the tree since it has noticeably grown in the past year and is lifting the fence between Barron Square and the adjacent single family property. A cost was obtained for a risk assessment inspection/report from Roy Leggitt at a cost of \$1,440. After some discussion, the Board decided to have PML contact the adjacent owner to determine if they would share in the cost to remove the tree.
- *Loral Estimate 2017-0255* approved to install an underground pvc pipe to alleviate the water which ponds at the base of the stairs leading to 557 Thain, at a cost of \$985.

Pool/ Recreation:

- *Unit pool access gates* (building 10 and 11) – Maurice Green has purchased the locks which will be installed by PML's maintenance department next week.
- *Required signage* – New signage has been installed.
- *Bathroom lighting* – Due to a recent safety issue, where it appeared the fixtures would fall, Maurice Green authorized to have them replaced.

Roofing – No report.

Adjacent Property report – No report.

Manager's report –

- Letters will be sent to the adjacent owners asking to share in the cost of the property line fence replacement along the fence between buildings 4/5.
- The board reviewed a bid from All Fence to install three strands of barbed wire along the top of the fire lane chain link fence (and sections of the fence next to the tennis court) at a cost of \$1,640, and a bid to install lattice along the top of the existing fence adjacent to building 10 and the vacant lot at a cost of \$1,986. After some discussion, a motion was made by Maurice Green to approve the lattice fence extension. Veena Rajaraman seconded the motion, which was unanimously approved. PML was requested to find alternatives to the barbed wire fence extension.
- Minor gutter adjustments will be made by ACE Raingutter at 516 Thain, at a cost of \$275.
- ACE Raingutter does not recommend gutter guards, at the sloped roofs.
- PML was requested to have the association's monument sign at Thain/Maybell re-painted.

UNFINISHED BUSINESS

6.4 Clubhouse bathroom remodeling – No report.

2.1 2017 Annual Meeting of Members, confirmation of candidates – The Board confirmed that John Morrissey and Maurice Green are up for re-election this year, however the two board members decided that they are not interested in running for re-election. The board then reviewed candidate biographies submitted by owners Irina Selvaretnam and Ayla Singhal. On a motion duly made by Maurice Green and seconded by John Morrissey, the board unanimously approved for the two owners to be included on the ballot for the 4/19/17 Annual Meeting.

NEW BUSINESS

3.1 2018 Reserve Study Site Inspection – On a motion duly made by Chris Grillone and seconded by Maurice Green, the Board unanimously approved hiring Reserve Analysis Consulting to perform the required 3-year site inspection at a cost of \$1,550.

PENDING ITEMS

- **Painting/dry rot repair project** – Deborah McGraw reported that the total paid to date is \$521,295.31 which is 22% over the base bid of \$425,745.90.
- **Residential building lighting replacement** – Maurice Green reported that the patio/balcony light replacement project is almost completed. He is currently working on replacement fixtures for the security, sodium vapor lights.
- **Irrigation water well, pump system repairs** – Pending a start date from Garcia Well and Pump.
- **Deck Replacement project** – Will Countner, Richard Avelar & Associates, reported that a bid walk will be performed in the next week. Bid results will be sent to the board for review. Chris Grillone made a motion to allow the Executive Committee review the bids and choose a contractor at a cost not to exceed \$110,000 for replacement of the 8 decks, excluding project management services which will be billed separately. Veena Rajaraman seconded the motion, which was unanimously approved. Maurice Green made a motion to allow the Executive Committee to determine if Richard Avelar & Associates will be required to provide project management services during construction. John Morrissey seconded the motion, which was unanimously approved.
- **Mailbox Insert replacements** – The remaining mailboxes have been received and are scheduled to be installed in mid-April when the post office has a maintenance person to coordinate the master lock installation. Maurice Green reported that he has ordered weather resistant frames to be installed on the kiosks to hold notices/agendas.
- **2017 Asphalt/paving and striping project, CalVac Paving** – scheduled for spring of 2017.

ADJOURNMENT & ANNOUNCEMENTS

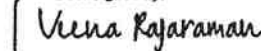
The 2017 Annual Meeting of Members is scheduled for April 19, 2017 at 7:00pm in the association's clubhouse and the next regular open board meeting was scheduled for May 17, 2017. There being no other business to come before the Board, the Meeting was adjourned at 8:42pm.

Minutes prepared by:



Deborah McGraw, CCAM-PM.CI
PML Management Corporation

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Veena Rajaraman, Secretary
Barron Square Homeowners Association