

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

May 17, 2017

ORDER

The Barron Square Board of Directors Meeting, which was held in the Association clubhouse located at 4111 Thain Way in Palo Alto, was called to order at 7:04pm. Board members in attendance were Richard Evans, Chris Grillone, Veena Rajaraman, Irina Selvaretnam and Ayla Singhal. Deborah McGraw represented PML Management and other homeowners attended.

APPOINTMENT OF OFFICERS

On a motion duly made by Chris Grillone, seconded by Ayla Singhal, and unanimously approved by the Board the following slate of officers was appointed:

President	Richard Evans
Vice-President/Treasurer	Chris Grillone
Secretary	Veena Rajaraman
Member at Large	Ayla Singhal
Member at Large	Irina Selvaretnam

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

The owner of 539 Thain attended to provide his opinion regarding possible locations for a well water storage tank.

The owner of 516 Thain requested that the new black sign frames on the kiosks are painted brown to match the kiosks.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by Veena Rajaraman, the minutes of the March 15, 2017 Board of Directors meeting were approved as submitted.

EXECUTIVE DISCLOSURE

The Board met in Executive Session on the following dates:

4/9/17 – to approve A.C. Enterprise as the contractor for the deck replacement project

4/23/17 – to review and comment on changes to the contract between the association and A.C. Enterprises for the deck replacement project

5/3/17 – to approve the contract with A.C. Enterprise for the deck replacement project; and to approve of establishing a committee in Jan 2018 to facilitate the association's participating in the Palo Alto City-wide yard sale.

On a motion duly made by Chris Grillone, seconded by Veena Rajaraman, and unanimously approved by the Board the minutes for the previously noted Executive Session meetings 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 April 2017 financial statement was reviewed as follows:

	Month	YTD Actual	YTD Budget	Variance	Total Budget
Total Revenue	51,905	207,559	207,212	347	609,478
Total Maint. & Repairs	11,088	42,029	36,612	5,417	101,210
Total Utilities	3,566	15,679	21,344	(5,665)	39,820
Total Admin. Expenses	10,580	38,996	40,824	(1,828)	118,700
Operating sub total	25,234	96,704	98,780	(2,076)	259,730
Total Reserve Expenses	10,303	70,696	159,144	(88,448)	1,096,664
Total Expenses	35,537	167,400	257,924	(90,524)	1,356,394
Total Assets		1,210,468			
Total Liabilities		11,320			
Total Fund Balances		1,199,148	951,805	est yr end	

Committee Reports:

Architectural –

ACC Requests: The Board reviewed architectural approvals which were granted since the last board meeting:

Date	Address	Description	Status
3/15/17	4112 Thain	To: 1. Replacing the existing “beige-colored” light receptacles/outlets/plates with “white-colored” ones, 2. Adding laminate flooring over existing linoleum in laundry room, 3. Changing to more efficient and “green” LED lighting, 4. Exchanging the existing guest bathroom and kitchen lights with new updated light fixtures, 5. Replacing existing faucet in the guest bath with a new one; and 6. Re-painting interior walls, including removal of the acoustic ceiling texture in the hallway, entry, family room and guest bedroom prior to painting. A permit was required for the conversion of the kitchen light to recessed can LED lights. Final permit received.	Approval letter sent 3/31/17
4/27/17	526 Thain	To remodel the interior by painting, installing laminate flooring, replacing faucets and vanity lights, and converting the kitchen lights to recessed can LED lights. Final permit received.	Approval letter sent 5/5/17
5/3/17	4170 Thain	To replace the old AC unit and furnace with new models, in the same locations as existing.	Approval letter sent 5/8/17
5/17/17	544 Thain	To install a screen door on the front door to the unit in a style and color acceptable to the Board/Committee.	Pending approval.

The Board reviewed the request from the owner of 544 Thain for the installation of a front door screen door. After some discussion, a motion was made by Richard Evans to approve of the request in either style in the color bronze. Veena Rajaraman seconded the motion, which was unanimously approved.

Landscaping – It was noted that owners Kathy Riley and Ree Dufresne have shown interest in joining the landscape committee and walkthrough dates will be coordinated with the residents. The Board reviewed the April 14th landscape notes and approved a proposal from Loral for items discussed during the walkthrough at a cost of \$1,129.

- PML reported that the Pine tree removals have been completed at building 4 and the required replacement trees installed.
- PML approved an estimate from Loral to install an underground PVC pipe connected to the gutter downspout at 555/557 Thain which has been completed.
- S.P. McClenahan Company completed the pruning of the association's Oak trees.
- Howard Wheeler of Loral has met with the owner of 522 Thain to address landscape concerns in front and around her building and PML approved an estimate from Loral at a cost of \$737.50 to address those concerns.
- Chris Grillone requested the Board to consider modifying the fencing around the landscape surrounding the tennis courts along El Camino, to allow for residents to use the land as a possible dog walk area.
- An irrigation leak in to the adjacent Interdale HOA was repaired by Loral at the Pine tree next to the well.

Pool/ Recreation – PML reported that TC Smith will be making minor repairs to a leak in the pool solar panels. The Board also agreed to have the pool heater turned on for the summer. PML was requested to notify the Committee that Meghan Grillone and Ayla Singhal will be joining Ruth Lowy and Laszlo Tokes on the Pool Committee. Ayla Singhal will act as liaison between the committee and the board.

Roofing – No report by Richard Evans.

Adjacent Property report – A revised small claims packet has been received from Hanna & Van Atta to re-coupe the fence replacement expenses with the owner of 4146 El Camino Real. The documents will be recorded and a court date set.

Manager's report – no additional report.

UNFINISHED BUSINESS

6.4.16 Clubhouse bathroom remodeling – After some discussion, it was agreed to have PML contact an interior designer (provided by Chris Grillone) to submit design options to the Board for review prior to preparing a bid packet for contractors.

NEW BUSINESS

5.1 Upgrading the clubhouse security camera system – Maurice Green attended the meeting to discuss the current condition of the association's security cameras located at the clubhouse/pool area. During discussion, the Board agreed to add two new cameras for increased coverage and upgrade the DVR to an 8 channel HD DVR.

5.2 Conversion of Tennis court to allow for basketball – Chris Grillone reported that he contacted Saviano Company, who maintains the tennis court surface. During discussion with Saviano it was determined that the current surface can be used for both basketball and tennis types of play. Chris agreed to talk to his neighbors facing the courts to discuss the possibility of establishing a committee who will investigate the costs to modify the courts and survey interest from the residents.

5.3 Adding an alarm to the pool gates – Due to issues with residents blocking the gates open, the Board discussed installing an alarm on each gate which would sound only when the gate is left open for a pre-determined amount of time and would reset once the gate is closed. The Board agreed to install the alarms at a cost of approximately \$260 per gate and notify residents in the next newsletter.

5.4 Resident garage sales – Chris Grillone requested the Board to add an item to the association's calendar for January 2018 requesting volunteers for a Committee to facilitate the association's participation in the Palo Alto City-wide yard sale.

5.5 Concrete patio repairs – The Board reviewed bids received from Burch Bros and Blue Sierra Construction for patio repairs to 4162, 590 and 526 Thain. After some discussion Chris Grillone made a motion to approve hiring Blue Sierra at a cost of \$13,000. Richard Evans seconded the motion, which was unanimously approved.

5.6 Spa/restroom hallway tile refurbishment – A motion was made by Chris Grillone to approve a proposal from Revive Cleaning and Restoration to deep clean and apply a slip resistant product to the tile surrounding the

spa and in the hallway between the restrooms. Richard Evans seconded the motion, which was unanimously approved.

PENDING ITEMS

- **Painting/dry rot repair project** – Construction has been completed, but receipt of the final permit is pending.
- **Security Lights upgrade to LED** – The Board provided feedback to Maurice Green about the new LED security lights which replaced the large yellow sodium vapor lights on the exterior of buildings facing the association’s property line fencing.
- **Irrigation well-water pump system repairs** – PML reported that Garcia Well & Pump has finished redeveloping the well, but has not completed a flow test since the pump inside the well (which was a 5 HP motor) has not yet been replaced. It is Richard Wong’s recommendation to install a 2 HP motor inside the well and place a 5 HP motor inside a 6,500-gallon holding for an approximate cost of \$22,836.48. The irrigation system would then be able to draw water from the tank on demand without drawing an excessive amount of water directly from the well, causing more silt to enter the system. The Board also reviewed an estimate from Loral to install a backflow device to provide isolation between the well and the irrigation supply at a cost of \$1,630. This device will be installed behind the hedges along the driveway to the clubhouse. After some discussion, the Board decided to hold off on approving the proposals until a more detailed report can be provided about the location of the holding tank.
- **Deck replacement project, A.C. Enterprises** – PML will meet with AC Enterprise to determine a schedule for the deck replacement project.
- **Mailbox insert replacement, anti-fish plate installation** – Maurice Green stated that he is constructing a piece of metal which will serve as an anti-fish plate, which was not a part of the new mailboxes.
- **Asphalt/paving and striping project, CalVac Paving (May 2017)** – scheduled for 5/25/17
- **2018 Reserve Study Site Inspection** – in process

ADJOURNMENT & ANNOUNCEMENTS

The next regular Board meeting was scheduled for June 21, 2017 at 7:00pm in the association’s clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 10:28pm.

Minutes prepared by:



Deborah McGraw, CCAM-PM.CI
PML Management Corporation



Veena Rajaraman, Secretary
Barron Square Homeowners Association