

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

June 21, 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 7:03pm. 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.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

A few homeowners attended to discuss the association’s well, adjacent vacant lot property, nearby Volvo dealership, and landscaping.

APPROVAL OF PREVIOUS MEETING MINUTES

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

REVIEW ACTION LIST

The Board reviewed the action list.

REPORTS

Treasurer – A summary of the May 2017 financial statement was reviewed as follows:

	Month	YTD Actual	YTD Budget	Variance	Total Budget
Total Revenue	51,952	259,511	259,015	496	609,478
Total Maint. & Repairs	12,749	54,779	45,765	9,014	101,210
Total Utilities	5,677	21,356	26,680	(5,324)	39,820
Total Admin. Expenses	9,639	48,635	51,030	(2,395)	118,700
Operating sub total	28,066	124,769	123,475	1,294	259,730
Total Reserve Expenses	11,909	82,606	198,930	(116,324)	1,096,664
Total Expenses	39,975	207,375	322,405	(115,030)	1,356,394
Total Assets		1,224,113			
Total Liabilities		12,988			
Total Fund Balances		1,211,126	951,805	est yr end	

- 2018 Reserve Analysis Consulting site inspection – Waiting for a site inspection date from RAC.

Committee Reports:

Architectural –

- *ACC Requests:* There have not been any architectural approvals granted since the last board meeting.
- *Violations:* The Board discussed issues with a unit that is currently undergoing interior remodeling and another that has green window frames.

Landscaping – The Board reviewed the following:

- June 9th walkthrough notes from Loral Landscaping
- PML was requested to have S. P. McClenahan inspect the Oak trees for Tussock moths
- Loral landscaping was requested to look into mitigating the excessive amount of water that collects in the street from the irrigation system, from 582-544 Thain.
- Proposals from Loral which were administratively approved by PML:
 - Estimate 2017-0661 and 2017-0660 for landscape modifications based on May walkthrough
 - Loral estimate 2017-0525 for landscape modifications around building 8
- PML requested approval for the following proposals:
 - Estimate 2017-0657 to replace mulch throughout the site
 - Estimate 2017-0524 to install a backflow device between the well equipment and irrigation system to stop irrigation water backing up into the water well system.
 - On a motion duly made by Chris Grillone, and seconded by Richard Evans, the proposals were unanimously approved.

Pool/ Recreation –

- Refrigerator – A homeowner notified management that the clubhouse refrigerator is no longer working and needs replacement. Richard Evans offered to look into purchasing a new refrigerator.
- Security system – Maurice Green is currently working on replacing the security camera DVR and installing 2 additional cameras.
- Pool gate alarms – The necessary signage has been ordered for the gates, and the alarms installed in the next month. All residents will be notified prior to the alarms being installed.
- Interior clubhouse lighting – The Board discussed concern with people leaving the clubhouse lights on all night. PML offered to install a timer which controls the lights in increments from a minimum of 5 minutes up to a maximum of 4 hours. The Board requested a timer that does not have an override button to turn the lights on.
- Spa:
 - The Board discussed an issue with homeowners leaving the spa doors open when they leave the spa area.
 - PML stated that they are obtaining bids for replacement of the broken air register above the spa.
 - Spa/restroom hallway tile refurbishment – pending an on-site meeting with a designer.
- Irrigation/well water holding tank research – No report.

Roofing – No report.

Adjacent Property report –

- 4146 El Camino fence replacement reimbursement- No report.
- 697 Florales fence repairs – The owner contacted PML to request for the association share in the cost of property line fence repairs at a total of \$750. PML agreed and authorized payment of \$375 to the owner for the association's share of the expense. The owner also requested that the association reimburse them \$500 for sap damages to their patio furniture from the Pine tree which the association had removed. After some discussion, the Board denied the reimbursement request noting that the owner had the opportunity to move the furniture away from the tree once they found it was causing damages to their furniture.

Manager's report –

- Mailbox anti-fish plate installation – No report.
- Concrete patio repairs – Pending completion by Blue Sierra Construction.

UNFINISHED BUSINESS

6.4.16 Clubhouse bathroom remodeling – PML reported that arrangements are being made with the designer recommended by Chris Grillone. It is the intent for the designer to prepare the scope of work for a bidders meeting.

5.2 Discussion regarding modification of the tennis courts to allow for both basketball and tennis- Chris Grillone stated that he has not received much positive feedback from the nearby residents. Therefore, he agreed to withdraw this request.

NEW BUSINESS

None

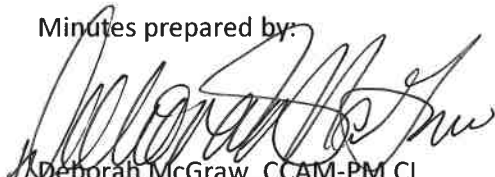
PENDING ITEMS

- **Painting/dry rot repair project completion and permit close out** – PML reported that the final invoices were received from ACE. The total expense including change orders was \$610,441.64 which is approximately 44% over the base bid.
- **Security Lights upgrade to LED project completion** – Maurice Green reported that the final order of lights to replace the sodium vapor security lights has been received. Jorge with United Electric has been requested to install the new lights.
- **Deck replacement project, A.C. Enterprises** – In progress with the 2 decks at 4137 and 4133 Thain being replaced.

ADJOURNMENT & ANNOUNCEMENTS

The next regular Board meeting was scheduled for July 19, 2017 at 7:00pm in the association's clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:29pm.

Minutes prepared by:



Deborah McGraw, CCAM-PM.CI
PML Management Corporation



Veena Rajaraman, Secretary
Barron Square Homeowners Association