

BARRON SQUARE HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 July 19, 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 7:10pm. Board members in attendance were Richard Evans, Chris Grillone, Irina Selvaretnam and Ayla Singhal. Director Veena Rajaraman was absent. 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 the meeting to discuss the association's water well, landscape concerns at 522 Thain and garbage room issues at 551 Thain.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by Ayla Singhal, the minutes of the June 21, 2017 Board of Directors meeting were approved as corrected.

REVIEW ACTION LIST

The Board reviewed the action list.

REPORTS

Treasurer – A summary of the June 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	

- FY 2018 Reserve Study – Reserve Analysis Consulting has scheduled the site inspection for Monday, July 24, 2017.

The Board reviewed a recommendation from Christina Forrest, CFO at PML, for the association to permanently transfer the current operating balance due to the reserve account in the amount of approximately \$90,000, which is a combination of audit adjustments, random reclassifications, and various skipped reserve account transfers due to low operating funds. After some discussion, Chris Grillone made a motion to permanently transfer the current operating balance due to the reserve account, which was seconded by Irina Selvaretnam, and unanimously approved by the Board.

Committee Reports:

Architectural –

- The Committee approved the following Architectural modification request since the last Board meeting:
 - 4131 Thain – approved to perform interior remodeling, exterior deck modifications, install a gate on the back patio, and replace windows and sliding doors.
- There was some discussion regarding the ongoing interior remodeling at 4139 Thain. The Board requested PML to perform a physical inspection of the unit to confirm that the unit owner is not modifying any plumbing, electrical or moving interior walls inside the unit.

Landscaping – PML reported on the following:

- Monthly inspections – Pending receipt of 7/7/17 landscape notes from Loral
- Oak tree moth inspection – pending a date from S.P. McClenahan
- Irrigation well-water holding tank – Pending receipt of a visual impact report from Garcia Well and Pump

Pool/ Recreation –

- Clubhouse interior lights – It was discussed that some residents are forgetting to turn off the interior clubhouse lights at night, leaving the lights on all night. PML presented options for timers to be installed. After some discussion, the Board chose not to install the timers, and to continue looking into alternate options.
- Spa doors to pool – It was noted that residents are leaving the doors to the spa when leaving the pool area. Maury Green stated that he is in the process of researching options for an automatic door closer.
- Clubhouse refrigerator - replaced
- Security camera system update – Pending installation of 2 cameras by Maury Green
- Pool gate alarms – Maury Green reported that the gate signs have been received. He will notify all residents in the next newsletter and then install the signs.
- Spa/restroom hallway tile refurbishment – Per Richard Evans, scheduled for completion after the pool season is over since the bathrooms and spa will be out of service for 2 days.

Roofing – No report.

Adjacent Property report –

- 4146 El Camino fence reimbursement - Awaiting a court date for small claims action.

Manager's report –

- Concrete patio repairs – Pending a start date from Blue Sierra Construction
- 4110 Thain, water test – AC Enterprise has been hired to perform a water test to determine the source of a leak into one of the unit's bedrooms from the balcony above.
- 553 Thain, sagging floor inspection – Ayla Singhal chose to cancel her request for a structural engineer to inspect the floors.

UNFINISHED BUSINESS

6.4.16 Clubhouse bathroom remodeling – On hold pending a site inspection with the designer Joanne, recommended by Chris Grillone.

NEW BUSINESS

7.1 Establish Annual Social Committee – The Board agreed to establish a social committee with Meghan Grillone as the Chairman of the Committee. The committee will be in charge of planning the association’s annual social to be held in October. Invitations to join the committee will be posted in the next newsletter.

7.2 Auditor Engagement – On a motion duly made by Chris Grillone and seconded by Ayla Singhal, the Board unanimously approved for Marco Lara to perform the 2017 Review and tax preparation.

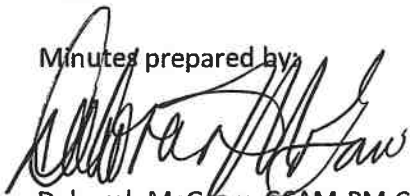
PENDING ITEMS

- Security Lights upgrade to LED, project completion – Pending receipt of the remaining light from Ford Lighting which will be installed by United Electric.
- Deck replacement project, A.C. Enterprises – In progress with AC Enterprises.

ADJOURNMENT & ANNOUNCEMENTS

The next regular Board meeting was scheduled for August 16, 2017 at 7:00pm in the association’s clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:35.

Minutes prepared by:



Deborah McGraw, CCAM-PM.CI
PML Management Corporation



Richard Evans, President
Barron Square Homeowners Association