

**BARRON SQUARE HOMEOWNERS ASSOCIATION**  
 Minutes of the Board of Directors Meeting  
 February 21, 2018

**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 7:07pm. Board members in attendance were Richard Evans, Chris Grillone, Veena Rajaraman and Irina Selvaretnam. Director Ayla Singhal was absent. Deborah McGraw represented PML Management and other owners attended.

**AGENDA/CALENDAR REVIEW**

The Board reviewed the Agenda and Calendar.

**HOMEOWNER FORUM**

The following was brought to the Board's attention:

- An owner expressed concern regarding Tesla employees, who park on Thain, dumping their garbage into the street.
- An owner requested the Board to consider cataloging owner's vehicles so they can be contacted if violating the association's rules.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made by Veena Rajaraman and seconded by Chris Grillone, the minutes of the 1/17/18 Board of Directors meeting were approved as submitted.

**EXECUTIVE SESSION DISCLOSURE**

The Board met in Executive Session on 1/31/18 to review earthquake insurance documents. During the meeting, the Board approved to renew the earthquake insurance with QBE Specialty Insurance Company (a non-admitted carrier in the State of California) through the association's agent Walton & Associates with a premium of \$42,039.02 which includes a 15% deductible.

**REVIEW ACTION LIST**

The Board reviewed the action list.

**REPORTS**

**Treasurer** – The Board reviewed a summary of the December 2017 financial statement is summarized as follows:

	Month	YTD Actual	YTD Budget	Variance	Total Budget
<b>Total Revenue</b>	<b>52,136</b>	<b>624,553</b>	<b>621,627</b>	<b>2,926</b>	<b>621,627</b>
Total Maint. & Repairs	12,985	124,328	109,840	14,488	109,840
Total Utilities	2,337	51,761	64,030	(12,269)	64,030
Total Admin. Expenses	9,212	103,361	122,470	(19,109)	122,470
<b>Operating sub total</b>	<b>24,534</b>	<b>279,449</b>	<b>296,340</b>	<b>(16,891)</b>	<b>296,340</b>
Total Reserve Expenses	7,823	458,079	477,440	(19,361)	477,440
<b>Total Expenses</b>	<b>32,357</b>	<b>737,528</b>	<b>773,780</b>	<b>(36,252)</b>	<b>773,780</b>
Total Assets		1,067,981			
Total Liabilities		21,966			
<b>Total Fund Balances</b>		<b>1,046,014</b>	<b>951,805</b>	<b>est yr end</b>	

And the January 2018 financial statement summary as follows:

	Month	YTD Actual	YTD Budget	Variance	Total Budget
<b>Total Revenue</b>	<b>53,300</b>	<b>53,300</b>	<b>52,588</b>	<b>712</b>	<b>631,059</b>
Total Maint. & Repairs	9,188	9,188	10,144	(956)	121,722
Total Utilities	2,348	2,348	5,307	(2,959)	63,680
Total Admin. Expenses	8,229	8,229	8,608	(379)	103,292
<b>Operating sub total</b>	<b>19,764</b>	<b>19,764</b>	<b>24,059</b>	<b>(4,295)</b>	<b>288,694</b>
Total Reserve Expenses	10,115	10,115	20,648	(10,533)	247,780
<b>Total Expenses</b>	<b>29,880</b>	<b>29,880</b>	<b>44,707</b>	<b>(14,827)</b>	<b>536,474</b>
Total Assets		1,090,526			
Total Liabilities		21,091			
<b>Total Fund Balances</b>		<b>1,069,435</b>	<b>1,162,673</b>	<b>est yr end</b>	

**Committee Reports:**

*Architectural* – no report.

*Landscaping* –

- Loral est 2018-0139 and 2018-0089 approved and submitted to Loral to complete.
- 2/2/18 Landscape notes from Loral. S.P. McClenahan has been requested to provide a proposal to address the phytophthora disease in two Oak trees.
- **Pool Area landscape upgrade** – PML will contact Small Brown Landscape Architects in Burlingame to review the site and provide a bid for their services.
- **Brisbane Box tree planted in front of 4131/4133 Thain** – The Board reviewed a written report provided by Aaron Wang of Tree Management Experts in response to the Board’s concerns detailed at the last meeting. After some discussion, PML was requested to contact Tree Management Experts and ask for clarification on a few points. PML was requested to submit the four questions from Sodan Selvaretnam’s email of 2/21/18 to Tree Management Experts for response, and include the following questions from the Board:
  1. Before the tree can be pruned, what are the implications of light penetration to the bottom unit? How is the shading affected?
  2. Is there a better tree which should be planted to suit each owner’s concerns?
  3. Can the tree be moved within 5 feet and still provide as good or better canopy for upper unit and light for lower unit?

Ask TME to take a picture of the adjacent Brisbane Box tree (at 4135) and draw a line on the photo to show where the limbs could be cut (if any) which would allow for more light into 4131.
- **Irrigation well-water holding tank** – PML to contact Richard Avelar & Associates to provide a proposal for services to develop a plan for the storage tank installation and permit documents.

*Pool/ Recreation* –

- Interior Lights –Maury Green is researching information to provide to the Board.

*Roofing* – Richard Evans stated there was no report.

*Adjacent Property:*

**Fence repairs** – PML reported that the Zen Hotel has approved to use All Fence and share in the cost of the fence repairs to the property line fence. However, in discussing the matter with the Zen manager, it appears that the total price was misunderstood. The cost for replacement of the lattice panels and horizontal stops is \$1,060 plus an additional \$1,400 to replace 4 lattice posts. The Zen approves of the total cost of \$2,460. Therefore, the association's cost will be \$1,230. Chris Grillone made a motion to approve of the revised cost from All Fence. Veena Rajaraman seconded the motion, which was unanimously approved.

*Manager's report –*

- **Parking space swap** - The owner of 582 Thain has difficulty getting into/out of his vehicle because of shrubs planted closely to the parking space. PML has requested Loral to hard prune the Oleander shrub, but suggest re-landscaping the area with different plant material since the Oleander is getting old and woody. In the meantime, the owner has asked to swap parking spaces with the nearby Visitor space. Richard Evans made a motion to approve of the request. Irina Selvaretnam seconded the motion, which was unanimously approved.
- **4135/37 AC drain line inspection** – Pending completion.

**UNFINISHED BUSINESS**

**8.1 Discussion regarding Community use of common area land on El Camino** – Chris Grillone state that there was no report.

**9.1 Solar Panel repair/replacement** – PML is obtaining bids for Board review.

**11.3 Responsibility Assignment and Fine Structure review** – The Board reviewed the association's current maintenance matrix and related fine policy. After some discussion, it was agreed to have the association's attorney provide recommendations on monetary penalties for violations.

**1.1 Pickle ball court addition to tennis court, discussion** – PML reported that some Owners have requested the tennis court to be modified to include lines for Pick Ball. After some discussion, the Board asked PML to poll the residents of building 9 to see if they would agree with this type of play, and related noise, on the tennis courts.

**1.2 2018 Annual Meeting of Members** – PML reported that no responses have been received from owners asking to be on the ballot for the director election. Chris Grillone and Richard Evans agreed to run as incumbents for election to the Board at this year's annual meeting, but Veena Rajaraman stated that she will not be running for re-election to the Board.

**1.3 Earthquake Insurance renewal, review alternate quotes** – PML presented the Board with alternative quotes from Walton & Associates for a combination of both admitted and non-admitted carriers. After some discussion, the Board asked PML to contact Walton & Associates for response to legal questions about non-admitted carriers.

**NEW BUSINESS**

**2.1 Establish a replacement cost for amenity key fobs** – On a motion duly made by Irina Selvaretnam and seconded by Veena Rajaraman, the Board agreed to allow owners to have a maximum of two (2) key fobs to the association's amenities, and establish a cost of \$70.00 for replacement of a key fob. PML

will notify the membership of this new rule and give them 30 days for comment before the rule is implemented.

**2.2 Discussion regarding establishing a prototype approval for Ring Doorbell installations** – The Architectural Committee is developing a pre-approved prototype for the installation of RING doorbells.

**2.3 4139 Thain, underground hot water pipe leak** – PML reported that the Owners of 4139 Thain notified management that they noticed a significant increase in their water and gas bills. After an inspection by Precision Leak Detection, it was found that there is a leak in the owner’s hot water pipe, which is located under the subfloor inside the unit’s front door. The Board reviewed bids from Express Plumbing, Precision Leak Detection and IQV Construction for repair of the hot water line. It was noted that only IQV Construction would be able to replace the Owner’s hardwood flooring after the repair was completed. After some discussion, a motion was made by Chris Grillone for Precision Leak Detection to perform the repair during a weekday appointment. Irina Selvaretnam seconded the motion, which was unanimously approved. PML was requested to contact the association’s attorney to determine responsibility for replacement of the Owner’s hardwood flooring.

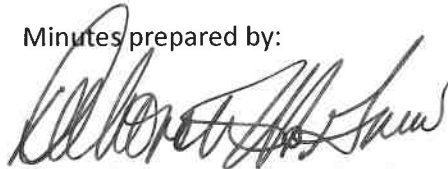
**PENDING ITEMS**

- ***Clubhouse bathroom remodeling project, design review***- No report from the designer.
- ***Sloped roof maintenance, Frank Fiala Roofing*** – completed.
- ***Concrete repairs*** – completed, pending inspection with Blue Sierra Construction.
- ***Tree pruning*** – pending completion by Loral.

**ADJOURNMENT**

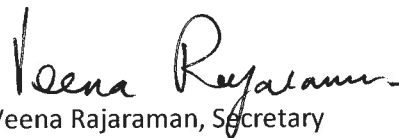
The next regular Board meeting was scheduled for March 21, 2018 at 7:00pm in the association’s clubhouse. There being no other business to come before the Board, the Meeting was adjourned into executive session to discuss a reimbursement request at 9:31pm.

Minutes prepared by:



Deborah McGraw, CCAM-PM-HR.CI  
PML Management Corporation

Attested by:



Veena Rajaraman, Secretary  
Barron Square Homeowners Association