

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

March 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 7:05pm. Board members in attendance were Chris Grillone, Veena Rajaraman and Irina Selvaretnam. Directors Richard Evans and Ayla Singhal were absent. Deborah McGraw represented PML Management and other owners attended.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

Maurice Green brought the following information to the Board's attention:

- Dr. Green encouraged board members to follow SB 827 and 828, which may overrule local zoning laws to allow for high density housing along El Camino.
- During the weekend of 4/29/18 there will be an emergency services drill for Barron Park. Dr. Green will post on association website.
- City of Palo Alto Utilities offers a "dark" fiber service which means, they provide the Fiber Optic strands and the customer selects an ISP that fits their needs. Contact Commercial Fiber Account Manager at (650) 329-2241 or by email to E-mail: darkfiber@cityofpaloalto.org for more info.

Another homeowner expressed concern regarding a situation last week, with the Palo Alto Police Department who questioned a couple of men standing at the mailbox in front of 522 Thain Way. She was not sure of the reason for the questioning but wanted the board to be aware.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by Irina Selvaretnam, the minutes of the 2/21/18 Board of Directors meeting were approved as submitted.

EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on 2/21/18 to review a reimbursement request from an owner for plumbing repairs. During the meeting, the board approved of the reimbursement. On a motion duly made by Chris Grillone and seconded by Veena Rajaraman, the minutes of the 2/21/18 Executive Session were approved as submitted.

REVIEW ACTION LIST

The Board reviewed the action list.

REPORTS

Treasurer – The Board reviewed a summary of the February 2018 financial statement as follows:

	Month	YTD Actual	YTD Budget	Variance	Total Budget
Total Revenue	52,966	106,266	105,176	1,090	631,059
Total Maint. & Repairs	10,759	19,946	20,288	(342)	121,722
Total Utilities	2,749	5,097	10,614	(5,517)	63,680
Total Admin. Expenses	11,970	20,198	17,216	2,982	103,292
Operating sub total	25,477	45,241	48,118	(2,877)	288,694
Total Reserve Expenses	3,278	13,393	41,296	(27,903)	247,780
Total Expenses	28,755	58,635	89,414	(30,779)	536,474
Total Assets		1,108,943			
Total Liabilities		15,480			
Total Fund Balances		1,093,463	1,162,673	est yr end	

Committee Reports:

Architectural – no report.

Landscaping – The board reviewed the following:

- Loral est 2018-0174 (Pear tree fireblight) approved and submitted to Loral to complete.
- 3/2/18 Landscape notes from Loral. Est. 2018-0238 (minor landscape replacement) at \$230 was approved.
- *Pool Area upgrade* – PML reported they met with Small Brown Landscape Architects who will provide a proposal for their services regarding possible landscape upgrades to the pool area.
- *4131/4133 Thain tree issues* – Awaiting response from Tree Management Experts to questions addressed at last meeting.
- *Irrigation well-water holding tank* – Pending receipt of project management proposal from Richard Avelar & Associates.
- *Tree Pruning* – Loral has been sent a work order to proceed with completion of the Priority 1 items detailed on their approved proposal.

Pool/ Recreation –

- *Clubhouse interior light modifications* – Maurice Green is researching information to provide to the Board for a motion sensor light switch.
- *Spa repairs* – TC Smith advised PML that the spa's variable speed pump for the filter system failed and needed to be replaced. Authorization was provided by PML on an emergency basis. According to the associations reserve study, the spa filter pump was installed in 2004 and outlived its 10-year life expectancy. Replacement cost was budgeted at \$1,000. Actual replacement cost was \$1,098.28.
- *Hot water heater replacement* – PML was unable to find a contractor to replace the leaking hot water heater at a cost NTE \$1,200. Therefore, Chris Grillone made a motion to approve for Express Plumbing to replace the hot water heater at a cost of \$1,686. Veena Rajaraman seconded the motion, which was unanimously approved.

Roofing – No report.

Adjacent Property – 539 Thain/Zen Hotel Fence repairs are scheduled for 3/26/19 with All Fence.

Manager's report/Action List review – The Board reviewed a current Action list and open/closed work orders generated since the last Board meeting.

UNFINISHED BUSINESS

8.1 Discussion regarding Community use of common area land on El Camino – Chris Grillone requested Small Brown Architects to provide a bid to include review of this area for a possible landscape upgrade.

9.1 Solar Panel repair/replacement – No report.

11.3 Responsibility Assignment and Fine Structure review – Pending receipt of attorney recommendations for monetary penalties.

1.1 Pickle ball court addition to tennis court, discussion – PML will submit a survey to the residents of building 9 to determine if they would be acceptable for this type of play at the tennis courts.

1.2 2018 Annual Meeting of Members – PML reported that only two Owners requested to be on the ballot, for the three positions which are open for election at this year's annual meeting scheduled for 4/18/18.

1.3 Earthquake Insurance renewal, review alternate quotes – Pending response from Walton & Associates to previous board questions.

2.2 Discussion regarding establishing a prototype approval for Ring Doorbell installations – The board reviewed the association’s website description of the approved prototype for owners to install a Ring Doorbell. After some discussion Chris Grillone made a motion to approve of the prototype description. Irina Selvaretnam seconded the motion, which was unanimously approved. Dr. Green, as the website administrator, will send out an electronic newsletter notify the residents of the process for approval for the installation of the electronic doorbell.

2.3 4139 Thain, underground hot water pipe leak – PML reported that the hot water leak has been repaired by Precision Leak Detection. The board reviewed recommendations from the association’s attorney stating that the association is responsible to remove and replace the owner’s interior flooring to make the repairs to the hot water pipe, which is considered common area. Based on this information, Chris Grillone made a motion to approve of the owner’s contractor to replace the flooring for \$1,000 at the association’s cost. Irina Selvaretnam seconded the motion, which was unanimously approved.

NEW BUSINESS

3.1 Discussion regarding the City of Palo Alto, No Smoking Ordinance – PML reported that effective January 2018 the city of Palo Alto no smoking ordinance will go into effect. This ordinance restricts smoking at all multi-unit residences and common areas to reduce public exposure to secondhand smoke. Landlords and sellers of condominium units are required to give written notice to tenants and buyers about the smoking ban and include smoking prohibitions as part of the terms of their rental agreements. PML has ordered free no smoking signs from the City which the board will review and determine if/where they will be placed.

PENDING ITEMS

- *Clubhouse bathroom remodeling project, design review* – No report.
- *Key fob replacement cost rule* – No report.

ADJOURNMENT

The next meeting is the Annual Meeting of Members, scheduled for 4/18/18 at 7:00pm in the association’s clubhouse. The next open Board meeting is scheduled for May 16, 2018 at 7:00pm in the association’s clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 8:29pm.

Minutes prepared by:


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

Attested by:

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Veena Rajaraman, Secretary
Barron Square Homeowners Association

