

BARRON SQUARE HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
May 16, 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 7:14pm. Board members in attendance were Richard Evans, Chris Grillone, Ayla Singhal, and Irina Selvaretnam. Deborah McGraw represented PML Management and other owners attended.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

A homeowner reported that they are hearing disturbing noises along the bedroom wall, which is adjacent to a common area utility closet. The resident believes that the noise is related to a nearby irrigation valve which may be malfunctioning.

A homeowner offered to research information regarding the possibility of installing solar panels on the association's roofs. The board thanked the homeowner and stated that Dr. Maurice Green has already looked into the situation and found that the project would be cost prohibitive at this time.

A homeowner discussed clubhouse rentals and requested clarification regarding invitees using the wood deck.

APPOINT OFFICERS OF THE CORPORATION

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

- President – Richard Evans
- Vice President/Treasurer – Chris Grillone
- Secretary – Irina Selvaretnam
- Director – Ayla Singhal

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Irina Selvaretnam and seconded by Chris Grillone, the minutes of the 3/21/18 Board of Directors meeting were approved as submitted with Ayla Singhal and Richard Evans abstaining from the vote, since they were not in attendance.

REVIEW ACTION LIST

The Board reviewed the action list. No action was taken.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Total Budget
Total Revenue	53,828	213,094	210,352	2,742	631,059
Total Maint. & Repairs	8,040	41,813	40,576	1,237	121,722
Total Utilities	3,719	12,145	21,228	(9,083)	63,680
Total Admin. Expenses	9,800	39,120	34,432	4,688	103,292
Operating sub total	21,559	93,078	96,236	(3,158)	288,694
Total Reserve Expenses	1,454	30,742	82,592	(51,850)	247,780
Total Expenses	23,013	123,820	178,828	(55,008)	536,474
Total Assets		1,149,229			
Total Liabilities		14,123			
Total Fund Balances		1,135,106	1,162,673	est yr end	

Chris Grillone stated that he is in contact with Stanford Credit Union to look into diversifying some of the association's reserve funds with their banking institution. There were questions regarding the March financial statement which PML will respond to via email to the Board.

Committee Reports:

Architectural – No report.

Landscaping – The Board reviewed the following:

- April and May 2018 Landscape notes from Loral. No action taken.
- Pool Area Re-landscaping – The board reviewed a proposal from Ruth Brown of Small Brown Landscape Architects to prepare the documents for the pool area re-landscaping. PML will obtain another bid for architecture services and budget for this project to be done in 2019. Also, considering this is not a budgeted item for 2018, the Board asked PML to find out if the large Podocarpus trees could be cut down by half to reduce the debris that falls into the pool and on the pool deck; to research pool covers to alleviate the debris; and look into the cost for the pool maintenance company to service the complex Monday through Friday.
- 4131/4133 Thain tree issues – The Board discussed responses received from Aaron Wang of Tree Management Experts regarding placement of Brisbane box tree in front of 4131 Thain. After much discussion the Board agreed to keep the Brisbane box tree in its current location and instruct Loral to prune the tree at a later date in accordance with the specifications provide by Tree Management Experts. The exact date will be determined by the growth rate of the tree.
- Tree Pruning – In process of completion by Loral Tree Service.
- Irrigation valve noises – The Board reviewed information from the owner at 522 Thain regarding noises she is hearing from possibly a nearby irrigation valve. PML will work with Loral to determine the source of the noises.

Pool/ Recreation –

- Pool heat – The Board agreed to have the pool heater turned on starting with the Memorial weekend.
- Use of Clubhouse deck for parties – The Board agreed to discuss possible changes to the use of the Clubhouse for parties at the June meeting.
- Irrigation well-water holding tank – PML has requested an on-site meeting with Garrett Sauls, Palo Alto Planning, to review setback requirements.
- Interior Light modifications – On hold until the restrooms are updated so the wiring can be fished through the walls. Modern Electric will provide an updated proposal.

Roofing – Richard Evans stated that the committee is continuing to research replacement options for the sloped roofs.

Adjacent Property:

539 Thain/Zen Hotel Fence repairs – completed and payment received from the Zen Hotel for their share.

Manager’s report/Action List review – There was no additional information to provide for discussion.

UNFINISHED BUSINESS

8.1 Use of common area land on El Camino – No report.

9.1 Solar Panel repair/replacement, bid review – On a motion duly made by Chris Grillone, and seconded by Irina Selvaretnam, the Board unanimously approved for TC Smith to replace the 10 solar panels.

11.3 Responsibility Assignment and Fine Structure review – No report.

1.1 Pickle ball court addition to tennis court – No report.

1.3 Earthquake Insurance discussion – The Board discussed information provided by PML regarding the association’s earthquake insurance carrier and agreed to continue with the current coverage.

3.1 City of Palo Alto, No Smoking Ordinance – The Board reviewed signage received from the city of Palo Alto. The Board agreed to place stickers on the front and back doors of the clubhouse.

NEW BUSINESS

5.1 Board member appointment – Considering the membership did not vote to fill the position previously held by Veena Rajaraman, it is up to the current Board to appoint an owner to fill the position. This was tabled for further discussion at the next meeting.

5.2 Tree limb damage at 590 Thain – PML reported that a large tree limb from the adjacent Eucalyptus tree fell on the roof of 590 Thain on 5/5/18. There was no apparent indication that this tree was in distress, so the situation could not have been avoided. Damage occurred to the roof and the adjacent fence. Frank Fiala Roofing has been requested to provide a proposal for the roof repairs.

5.3 Discussion regarding clotheslines – The Board discussed a request from an owner who would like the board to consider establishing rules for residents to use out door clothes lines. Tabled for further discussion at the next meeting.

PENDING ITEMS

- Clubhouse bathroom remodeling project, design review – The architectural designer advised that she doesn’t have time to provide alternate materials and suggested the association hire an interior designer. PML has requested a cost for this service.

ADJOURNMENT

The next meeting is scheduled for June 20, 2018at 7:00pm in the association’s clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:50pm.

Minutes prepared by:



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

Attested by:



Irina Selvaretnam, Secretary
Barron Square Homeowners Association