

BARRON SQUARE HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
August 1, 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 7:12pm. Board members in attendance were Richard Evans, Chris Grillone, Ayla Singhal, and Irina Selvaretnam. Deborah McGraw represented PML Management and other homeowners attended.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

Owners attended the meeting to discuss the following concerns:

- There are many Eucalyptus trees on the property which have dropped large branches recently and could damage more property,
- The Podocarpus trees surrounding the pool are messy and drop debris regularly into the pool and onto the pool deck,
- There are homeless people living in campers on El Camino,
- Concern about poor quality of service from Loral Landscaping, and
- The pedestrian gate on El Camino is hard to open and close.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by Richard Evans, the minutes of the 6/20/18 Board of Directors meeting were approved as corrected.

REVIEW ACTION LIST

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

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Total Budget
Total Revenue	54,046	320,282	315,528	4,754	631,059
Total Maint. & Repairs	12,519	65,239	60,864	4,375	121,722
Total Utilities	4,246	19,723	31,842	(12,119)	63,680
Total Admin. Expenses	9,706	58,853	51,648	7,205	103,292
Operating sub total	26,472	143,815	144,354	(539)	288,694
Total Reserve Expenses	2,770	40,007	123,888	(83,881)	247,780
Total Expenses	29,242	183,822	268,242	(84,420)	536,474
Total Assets		1,198,303			
Total Liabilities		16,012			
Total Fund Balances		1,182,291	1,162,673	est yr end	77%

2018 Review and tax preparation – On a motion duly made by Chris Grillone and seconded by Richard Evans, the Board unanimously approved for Marco Lara to perform the annual Review and Tax preparation at a cost of \$2,900.

Committee Reports:

- Architectural – no report.
- Landscaping – The Board reviewed a proposal from Loral Landscaping for cutting the Podocarpus trees surrounding the pool by half to reduce the debris from falling into the pool. The Board expressed interest in approving the proposal. PML stated that a notice will be sent to the residents explaining that the Board is interested in cutting the trees in order to reduce the amount of debris onto the concrete pool deck, asking them to send in their concerns or come to a board meeting to discuss the topic.
- Pool/ Recreation – no report.
- Roofing – Richard Evans to report, if necessary.
- Adjacent Property – no report.
- Manager’s report/Action List review – An updated Action List is provided for review.

UNFINISHED BUSINESS

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

11.3 Responsibility Assignment and Fine Structure review – A proposal has been received from attorney Hanna and Van Atta at a cost of \$650 per hour, on a time and materials basis. PML has asked for a revised proposal in as a “not to exceed” cost. Bids will also be obtained from other attorney offices.

1.1 Pickle ball court addition to tennis court – PML has contacted Saviano to determine if they can stripe the tennis court for both types of play.

5.1 Board member appointment – The Board is continuing to look for an owner to replace the remainder of the position previously held by Veena Rajarman.

5.3 Use of Exterior clotheslines, discussion –The Board discussed establishing rules for residents to use out door clothes lines. It was agreed that clothes lines and/or drying racks would be allowed to be placed on patios and/or balconies but with a height restriction of four (4) feet. A rule will be drafted for review prior to submitting to the membership for 30-day review.

6.1 Community room use, review current rules – No report.

NEW BUSINESS

7.1 Fiber optic network discussion – Maury Green offered to have a representative from Next Level Networks attend the next meeting to discuss the possibility of establishing a high speed (10 Gb) network for residents of Barron Square.

7.2 Eucalyptus tree limb failure and inspection – The Board discussed the three (3) Red Ironbark Eucalyptus trees which have had major limb failure this year, one which resulted in removal of the tree. The Board reviewed a proposal from Roy Leggitt of Tree Management Experts to inspect all Eucalyptus trees on site and perform a full health evaluation. Loral Landscaping also provided a proposal to trim 3 of the Red Ironbark trees, two at 4102 Thain and one at 564 Thain at a cost of \$1,728. After some discussion the Board agreed that removal of the Red Ironbark Eucalyptus trees is in the association’s best interest, due to possibly liability concerns from additional limb failure. PML was requested to contact the City of Palo Alto to ask if the association would have permission to remove the trees while a permit is processed because of safety concerns. Richard Evans made a motion to approve the proposal from Loral to prune the branches from the three trees, if the City does not approve immediate tree removal. Irina Selvaretnam seconded the motion, which was unanimously approved.

7.3 Electrical issues at building 8 – Modern Electric has been requested to investigate the breaker box issues with 526 Thain which create a screeching noise that can be heard at 522 Thain.

7.4 Wasp nest inspection/eradication – The homeowners in building 8 have experienced issues with paper wasps building nests in the light fixtures at front doors. A company called Bee Free came out, met with the owner of 522 Thain, and removed the nests they found. Bee Free has stated that “Multiple European Paper wasps were found in multiple locations after performing site inspection throughout exterior of units and pool house. All found nests were destroyed. This is a very large European Paper wasp year. They are in the trees and landing on the siding without entering. They are fairly harmless if all nests are stripped from buildings/lights every 60 days.” Proposals have been requested from other pest control companies to perform a full inspection of the entire complex to eradicate any wasp nests they find.

PENDING ITEMS

- **Clubhouse bathroom remodeling project, design review** – Audrey Leonard, interior designer, came to the meeting to discuss her role as an interior designer. She will integrate her services with JoAnn Madeira Gann, the architect who the Board has already hired. The Board explained some of their ideas for changes to the clubhouse bathrooms and kitchen. After some discussion, a motion was made by Chris Grillone to approve the contract with Audrey Leonard for interior design services at a cost not to exceed \$12,000 which will include upgrading the interior of the clubhouse (bathroom, hallway, community room and kitchen – excluding the spa area). Richard Evans seconded the motion, which was unanimously approved. PML was requested to clarify that Audrey’s fees include all general contractor and interior design services and ask Audrey to include the general scope of work in the contract documents.

ADJOURNMENT

The next meeting was scheduled for August 15, 2018 at 7:00pm in the association’s clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:44pm.

Minutes prepared by:



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

Attested by:



Irina Selvaretnam, Secretary
Barron Square Homeowners Association