

BARRON SQUARE HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
September 19, 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 7:04pm. 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:

- The owner of 4133 Thain asked to have the replacement tree, for the small Crepe Myrtle, to be approved as a 24" box tree.
- The owner of 522 Thain reported that she is still hearing strange noises in her bedroom wall that appears to be connected to an issue at 526 Thain.

At this time, Irina Selvaretnam excused herself from the meeting.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by Ayla Singhal, the minutes of the 8/15/18 Board of Directors meeting were approved as submitted.

REVIEW ACTION LIST

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

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Total Budget
Total Revenue	54,326	374,607	368,116	6,491	631,059
Total Maint. & Repairs	9,327	74,567	71,008	3,559	121,722
Total Utilities	7,721	27,444	37,149	(9,705)	63,680
Total Admin. Expenses	8,822	67,675	60,256	7,419	103,292
Operating sub total	25,870	169,685	168,413	1,272	288,694
Total Reserve Expenses	7,554	47,560	144,536	(96,976)	247,780
Total Expenses	33,424	217,246	312,949	(95,703)	536,474
Total Assets		1,228,658			
Total Liabilities		25,374			
Total Fund Balances		1,203,283	1,162,673	est yr end	77%

The Board approved a request from PML's accounting department authorizing a change in operating bank accounts from Community Association Bank to Alliance Association Financial Services. This change will coincide with the association's fiscal year end.

Committee Reports:

- Architectural – The board reviewed applications from the following owners:
 - 4122 Thain – to install a new glass side light at the front door. The Board asked to see a picture of the proposed glass replacement.
 - 4131 Thain – to install a gas insert fireplace. On a motion duly made by Chris Grillone and seconded by Richard Evans, the Board unanimously approved the application.
- Landscaping – Regarding replacement of the small Crepe Myrtle tree (facing the parking lot) the board agreed to allow a 24” box tree to be installed. However, the two owners will need to agree on the replacement and a proposal submitted to the board for review before any changes are made. Chris Grillone mentioned that his wife Meghan would like to join the landscape walkthroughs. PML will notify Loral.
- Pool/ Recreation
 - TC Smith attended the meeting to report on the solar system. He stated that the connections on the clubhouse roof are failing and need to be repaired and some of the panels should also be replaced. A report will be provided to the board identifying the various issues that need to be resolved. After some discussion about the delay in installing the panels on the garage, TC Smith agreed to reimburse the association for the excess cost of gas used in July and August when the panel installation was delayed. TC Smith also mentioned that the spa is also starting to fail so he will provide a report on that with his recommendations for replacement.
 - The board asked to have the janitor pick up garbage from the community room on Mondays.
- Roofing – PML will obtain a bid from Frank Fiala Roofing to perform the annual sloped roof maintenance in 2019. The last was completed in Jan 2018.
- Adjacent Property – There was a discussion about an excessive number of RVs parking along El Camino.
- Manager’s report/Action List review – the board reviewed the following:
 - An updated Action List
 - A list of work orders created since the last meeting
 - Concrete repairs – competitive bids have been requested for the concrete repairs at 4135 and 4150 Thain.
 - Electrical noise issues at 522 Thain – Based on information provided during the Open Forum, PML will contact the Supervisor of City of Palo Alto Utilities Dept. who came out and met with the owner of 522 Thain who said the supervisor thought the noises may be coming from the “circuit breaker boxes” which belong to the association but are secured by seals from the city.”

UNFINISHED BUSINESS

11.3 Maintenance Matrix, Fine Structure and Election Procedure update – PML reported that competitive bid has been requested from Attorney Alex Noland.

5.1 Appoint director to fill open position on the Board – No report.

6.1 Community room use, review current rules – The board made some changes to the rules, which will be sent to all owners for 30-day review before they are formally adopted.

NEW BUSINESS

9.1 2019 Draft Budget – The Board reviewed the draft provided and asked to see a budget with a 3.5% increase in monthly dues and one with a 4% increase.

9.2 A&D Gate, El Camino Gate repairs – The Board requested confirmation of the hourly charges, since they appear to be excessive.

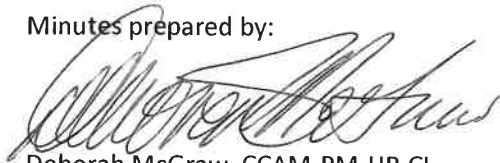
PENDING ITEMS

- *Clubhouse bathroom remodeling project, design review* –The Board reviewed each line item breakdown for the anticipated upgrades during the remodeling project as prepared by Audrey Leonard, with the exception of the door and clubhouse ceiling light replacement. After careful consideration, regarding the overall cost of the project, the impact on reserves, and the potential increase to home values it was agreed to move forward with the project.

ADJOURNMENT

The next meeting was scheduled for October 17, 2018 at 7:00pm in the association’s clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 10:00pm.

Minutes prepared by:



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

Attested by:

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Irina Selvaretnam

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Irina Selvaretnam, Secretary
Barron Square Homeowners Association