

**BARRON SQUARE HOMEOWNERS ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**October 17, 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 7:03pm. 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. The next meeting was set for November 14, 2018 at 7:00pm in the clubhouse.

**HOMEOWNER FORUM**

Owners attended the meeting and discussed the following concerns:

- Pool heat will be turned off this weekend.
- Concern regarding Red Ironbark Eucalyptus trees dropping large limbs.
- The owner at 4133 Thain discussed recommendations Loral sent to him for replacement of the Crepe Myrtle tree on the side of the home facing the visitor parking lot. They recommended a Chanticleer Pear because it has a narrow, smaller canopy and is resistant to fire blight. The cost from Loral will be \$350 since they will reduce the cost for removal of the Crepe Myrtle which was initially installed.
- The Board was notified that there have not been any leaks to the solar panels, since TC Smith repaired the broken pipes on the clubhouse roof.

At 7:10pm the Board adjourned to Executive Session to discuss a legal issue concerning the clubhouse remodeling project; and a water damage insurance claim involving units 561 and 559 Thain. The open meeting re convened at 8:30pm.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made by Chris Grillone and seconded by Richard Evans, the minutes of the 9/19/18 Board of Directors meeting were approved as corrected with Irina Selvaretnam abstaining from the vote. On a motion duly made by Irina Selvaretnam, and seconded by Ayla Singhal, the minutes of the 8/15/18 Board of Directors meeting were approved as corrected with Chris Grillone abstaining from the vote.

**REVIEW ACTION LIST**

The Board reviewed the action list.

**REPORTS**

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

	Month	YTD Actual	YTD Budget	Variance	Total Budget
<b>Total Revenue</b>	<b>53,340</b>	<b>481,349</b>	<b>473,292</b>	<b>8,057</b>	<b>631,059</b>
Total Maint. & Repairs	2,881	87,363	91,296	(3,933)	121,722
Total Utilities	5,417	37,258	47,763	(10,505)	63,680
Total Admin. Expenses	8,907	85,404	77,472	7,932	103,292
<b>Operating sub total</b>	<b>17,204</b>	<b>210,024</b>	<b>216,531</b>	<b>(6,507)</b>	<b>288,694</b>
Total Reserve Expenses	52,307	125,238	185,832	(60,594)	247,780
<b>Total Expenses</b>	<b>69,511</b>	<b>335,262</b>	<b>402,363</b>	<b>(67,101)</b>	<b>536,474</b>
Total Assets		1,202,272			
Total Liabilities		10,354			
<b>Total Fund Balances</b>		<b>1,191,918</b>	<b>1,162,673</b>	<b>est yr end</b>	<b>77%</b>

**Committee Reports:**

- Architectural –
  - 4122 - The committee approved the side light replacement at the owner's front door on 10/17/18.
- Landscaping –

- Contract increase requested from Loral at 2.0% to \$5,601. Board approved.
- Red Ironbark Eucalyptus trees – PML is waiting for Roy Leggitt to complete the risk evaluation of the trees.
- Review of notes from 10/5 landscape walkthrough.
- Pool/ Recreation – Bright Outlook, the association’s janitorial service, will include garbage removal from the pool deck, bathrooms and clubhouse on Monday for an additional \$150 per month. Chris Grillone made a motion to approve of the added expense but only April – October during the months the pool is heated. Irina Selvaretnam seconded the motion which was unanimously approved.
- Roofing – No report.
- Adjacent Property – No report.
- Manager’s report/Action List review – no additional information to provide.

**UNFINISHED BUSINESS**

11.3 Maintenance Matrix, Fine Structure and Election Procedure update – The board reviewed proposal from attorneys Noland Law and Hanna and Van Atta. After some discussion a motion was made to approve the proposal from attorney Alex Noland at \$2,350.

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

9.1 2019 Draft Budget Review – The Board reviewed the draft budget and an updated reserve analysis report as prepared by Reserve Analysis Consulting. It was agreed to table discussion to the November meeting.

9.2 El Camino Gate repairs – On a motion duly made by Richard Evans and seconded by Chris Grillone, the bid from Alert Door Service was approved to make repairs to the El Camino pedestrian gate at \$1,450.

**NEW BUSINESS**

10.1 561/559 Thain water damage insurance claim – PML reported that an insurance claim has been made to the association’s State Farm representative for extensive water damage to units 561 and 559 Thain from an incident which occurred on 9/9/18. The adjusters report will be submitted to the board for review upon receipt. PML will arrange for a contractor to inspect the units and provide a proposal for reconstruction.

10.2 Concrete repairs, 4135 & 4150 Thain – On a motion duly made by Irina Selvaretnam and seconded by Richard Evans, the board unanimously approve for Blue Sierra Construction to complete the concrete replacement at 4135 and 4150 Thain front walkways at \$6,800.

10.3 Sloped roof maintenance – On a motion duly made by Irina Selvaretnam and seconded by Richard Evans, the Board unanimously approved for Frank Fiala Roofing to complete the sloped roof maintenance at \$9,454.

**PENDING ITEMS**

- Clubhouse interior upgrade – The Board considered information discussed during executive session and agreed to discuss revisions to the contract with Audrey Everson. A separate proposal for construction services with general contractor Tim Hmelar of Palo Alto Kitchen and Bath will be reviewed by the board upon receipt.
- Community room use, rules update – No report.
- Noise concern, 522 Thain – Chris Grillone reported that the homeowner advised him the noise has subsided.

**ADJOURNMENT**

The next meeting was scheduled for November 14, 2018 at 7:00pm in the association’s clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 10:39pm.

Minutes prepared by:

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

Attested by:

Irina Selvaretnam, Secretary  
Barron Square Homeowners Association