

BARRON SQUARE HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 May 18, 2016

ORDER

The Barron Square Board of Directors Meeting, which was held in the Association clubhouse, was called to order by President Maurice Green at 7:01pm. Board members also in attendance were and Richard Evans, Chris Grillone, John Morrissey and Josephine Stiene. Deborah McGraw represented PML Management and representatives from Richard Avelar & Associates and A.C. Enterprises also attended.

APPOINTMENT OF OFFICERS

On a motion duly made by Maurice Green, and seconded by Chris Grillone, the following slate of officers were appointed to the Board of Directors:

- President – Maurice Green
- Vice President – Richard Evans
- Secretary – Josephine Stiene
- Treasurer – Chris Grillone
- Member at Large – John Morrissey

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. No significant changes were made.

HOMEOWNER FORUM

It was noted that the Pine tree behind 4162 Thain appears to be dying. PML will have an arborist inspect the tree.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Josephine Stiene and seconded by Richard Evans, the minutes of the March 16, 2016 Board of Directors meeting were approved as submitted.

REVIEW ACTION LIST

The Board reviewed the action list and updated various action items, as necessary.

REPORTS

Treasurer – A summary of the April 2015 financial statement was reviewed as follows:

	Month	YTD Actual	YTD Budget	Variance	Total Budget
Total Revenue	50,890	203,628	203,160	468	612,375
Total Maint. & Repairs	8,518	32,965	33,740	(775)	111,190
Total Utilities	2,919	13,289	13,276	13	39,920
Total Admin. Expenses	9,899	42,599	39,572	3,027	118,738
Operating sub total	21,336	88,853	86,588	2,265	269,848
Total Reserve Expenses	8,674	21,212	365,556	(344,344)	1,043,519
Total Assets		1,627,815			
Total Liabilities		14,281			
Total Fund Balances		1,613,535	748,326	est yr end	

Committee Reports:

Architectural – The following architectural modification requests were reviewed which had been approved by the Committee since the last meeting:

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
5/3/16	541 Thain	To replace all the windows with energy efficient	Approval letter sent

		windows	5/12/16
4/25/16	582 Thain	To upgrade the second bathroom	Approval letter sent 5/12/16
4/2/16	4102 Thain	To replace the living room and patio doors, including the living room windows	Approval letter sent 4/12/16

- It was noted that the owner of 4108 Thain provided a copy of the signed building permit received for replacement of 50 gal water heater.

The Board then reviewed a request from the owner of 4137 Thain to remodel the interior of the home by moving some of the interior, nonstructural walls, creating a third bedroom. After some discussion, a motion was made by Maurice Green to approve of the request with the provision that the Architectural Committee reviews the final drawings approved by the City of Palo Alto Planning Department, before construction begins. If it is found that there are material changes required by the City, then the request must be reviewed by the Committee before the project can proceed. Richard Evans seconded the motion, which was unanimously approved.

Violations –

- 561 Thain – The unapproved bamboo screen at the front door has been removed
- 4170 Thain The owner agreed to look into replacement of the unapproved front door and garage door locks using the sample provided by another Board member.

Landscaping –

- S.P. McClenahan has scheduled the *Oak tree pruning* for 5/25/2016.
- *Birch tree removal at 522 Thain* – It was noted that Loral inspected the Birch tree and recommended it to be removed due to a potentially hazardous situation. Loral’s arborist reported that there was a large hole at the base of the tree which could cause the tree to fall. Loral has been requested to provide a bid to replace with 2 or 3 15-gallon Birch trees in this greenbelt.
- *Podocarpus tree pruning in pool* – The Board reviewed a homeowner’s request to reduce the height of the large Podocarpus the tree in the pool area, next to the spa, to bring more light to the deep end of the pool in the summer. After some discussion, it was agreed to review the situation in person over the next month and discuss it further at the June Board meeting.

Pool/ Recreation –

- *Spa chlorinator* – The ORP (automatic chlorinator) has been installed. TC Smith believes that this may help the association with the recent daily reporting requirements for Title 22. Tim will look into this and discuss it further with the Board at their June meeting.
- *Bathroom remodeling project* – IQV Construction has been requested to work with Maurice Green to provide a scope of work to upgrade the bathrooms.
- *Pool Gate modifications/auto lock installation* – No report.
- *Solar panel inspection* – Per TC Smith, the solar panels are still viable and don’t need to be replaced at this time. Some of the clamps that hold the plumbing (solar intake and return lines) on the garage need replacement which will be done at a cost not to exceed \$300 for time and materials.

Roofing – It was noted that the Committee is looking to meet with Richard Norris in June to discuss his report and the next steps for roof replacement.

Adjacent Property report – No report.

Manager’s report –

- *Mailbox damages* - Frank Fiala Roofing will repair the mailbox at building 5 during the upcoming maintenance project.
- *Tennis court maintenance* – EJ Plumbing has been authorized to install a hose bib for the Bright Outlook janitor to use in washing the courts monthly.

- *Pest Control* – Animal Damage Management (ADM) provided rodent (rat) eradication services to Building 1. ADM and Chim Chimney removed a squirrel family and their nesting material out of the chimney chase. Keith with Chim Chimney recommends inspecting the other chimney tops to clean them out and replace the screens as necessary to keep the rodents out at a cost of \$688. The Board agreed to have it done.

UNFINISHED BUSINESS

1.2 Well pump system repairs – PML is looking into a vendor who could provide the association with an ROI. Richard Wong suggests at the minimum cleaning the well in order to redevelop it and see if it performs better, before spending the money to install storage tanks etc.

NEW BUSINESS

5.1 AED (Automatic Emergency Defibrillator) – Maurice Green discussed the option of keeping an Automatic Emergency Defibrillator (AED) in the clubhouse. After some discussion it was agreed that the idea is good, but comes with much liability. Therefore, the Board agreed to indefinitely table the item.

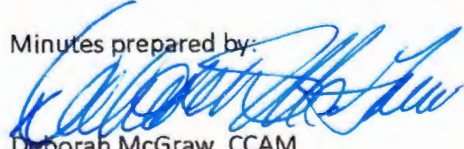
PENDING ITEMS

- *Painting/dry rot repair project* – The Board met with representatives from Richard Avelar & Associates (project manager) and A.C. Enterprises (Contractor) to review the project contract and discuss details of the dry rot and painting project. After discussion it was agreed to set the first site meeting for June 21st at 10:30am and the project would officially start as of 7/5/16. The mailbox by 551 Thain will be used for the paint mock ups to confirm colors before the supply is ordered. A motion was then made by Chris Grillone to authorize PML to approve up to \$10,000 for change orders. All other change orders will be reviewed by the Executive Committee, Maurice Green and Chris Grillone. Maurice Green seconded the motion which was unanimously approved by the Board.
- *Residential building lighting replacement* – No report.
- *Parking issues* – The Board reviewed a proposed violation notice prepared by PML. After some discussion about occasional abuse of the visitor parking spaces, the Board agreed to post the notice on vehicles as necessary advising them to contact Management.
- *582 Thain Oak tree removal* – Loral Landscaping has removed the tree. As a condition of the permit, the City required the association to replace it with a 48" box tree. This tree would be extremely expensive and very large, requiring a crane to have it installed. Therefore, PML negotiated with the City to install 2 each 24" box trees. Loral will send a bid for the tree installations.
- *Property line fence replacement, 4146 El Camino* – Completed. PML will contact the neighboring owner with an invoice for their share of the cost.
- *514 Thain chimney chase repairs* – The project was started on 5/9 and a change order to install various material which were found missing when the platform was removed was approved by Maurice Green.

ADJOURNMENT & ANNOUNCEMENTS

The next regular Board meeting was scheduled for June 15, 2016, at 7:00pm in the association's clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:31pm.

Minutes prepared by:


Deborah McGraw, CCAM
PML Management Corporation

Attested:


Josephine Stiene, Secretary
Barron Square Homeowners Association