

**BARRON SQUARE HOMEOWNERS ASSOCIATION**  
 Minutes of the Board of Directors Meeting  
 January 18, 2017

**ORDER**

The Barron Square Board of Directors Meeting, which was held in the Association clubhouse, was called to order by President Maurice Green at 7:06pm. Board members also in attendance were Richard Evans, Chris Grillone and Veena Rajaraman. Director John Morrissey and Debbie McGraw from PML Management were absent.

**AGENDA/CALENDAR REVIEW**

The Board reviewed the Agenda and Calendar.

**HOMEOWNER FORUM**

None.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made by Richard Evans and seconded by Chris Grillone, the minutes of the November 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 November 2016 financial statement was reviewed as follows:

	Month	YTD Actual	YTD Budget	Variance	Total Budget
<b>Total Revenue</b>	<b>50,892</b>	<b>559,923</b>	<b>558,690</b>	<b>1,233</b>	<b>609,478</b>
Total Maint. & Repairs	10,436	98,595	92,785	5,810	101,210
Total Utilities	2,375	51,352	36,509	14,843	39,820
Total Admin. Expenses	9,190	107,955	108,822	(868)	118,700
<b>Operating sub total</b>	<b>22,001</b>	<b>257,902</b>	<b>238,116</b>	<b>19,786</b>	<b>259,730</b>
Total Reserve Expenses	18,456	481,897	1,005,279	(523,382)	1,096,664
<b>Total Expenses</b>	<b>40,457</b>	<b>739,799</b>	<b>1,243,395</b>	<b>(503,596)</b>	<b>1,356,394</b>
Total Assets		1,359,401			
Total Liabilities		18,306			
<b>Total Fund Balances</b>		<b>1,341,096</b>	<b>748,326</b>	<b>est yr end</b>	

**Committee Reports:**

*Architectural* –

ACC Requests:

- 4122 Thain - to install a new light fixture on their patio. The request to keep the owner's personal light fixture was denied since the new patio fixture can be adapted to allow for a motion sensor.
- 4131 Thain – to install a gate to the back patio facing the pool where one does not exist at this time, since it is an emergency fire exit. After some discussion Chris Grillone made a motion to approve of the request, provided that the homeowner pays for the initial installation of the gate and then afterward the association will assume the maintenance of the gate. Richard Evans seconded the motion, which was unanimously approved.

- 4102 Thain – to replace the condensing unit located outside building 1, in the same location as the existing unit. This request was administratively approved by PML since the new AC unit was being installed in the same location as the old unit.

Violations – It was noted that the garage door controller for 4137 Thain needs to be painted to match the siding.

*Landscaping -*

- *Podocarpus tree pruning in pool* – Completed by Loral.
- *Pine tree removal* – It was reported that the permit request to remove the 2 trees behind 4162 Thain and the Pine between building 4 and 5 (along the fence) has been approved by the City, provided that the 2 trees behind 4162 are replaced with a 36” box Valley Oak and the one Pine tree along the fence between buildings 4 & 5 is replaced with one 24” Marina Madrone tree. PML contacted the planning department to ask if they would re-consider requiring the association to replant more trees, but it was denied. After some discussion, Chris Grillone made a motion to approve the proposal to replace the trees from Loral at \$2,965 in accordance with the permit requirements. Richard Evans seconded the motion which was unanimously approved.
- 516 Thain - Discussion of vehicle damage from bird droppings was deferred to the next board meeting.

Pool/ Recreation – There was a discussion regarding a complaint that the pool company has not been to the site on a regular basis. Maurice Green stated that the pool equipment room door can be fitted with the same electronic lock, as the clubhouse and pool gates, which will log all entries. On a motion duly made by Chris Grillone and seconded by Veena Rajaraman, the board unanimously agreed to purchase and install the new lock. It was also agreed to purchase a blower to be used to clean off the pool deck and tennis courts.

*Roofing* – No report.

*Adjacent Property report –*

4146 Thain - it was noted that there has not been any reply from the adjacent homeowner to pay half of the fence replacement expense. The total for the fence replacement was \$9,430 of which the adjacent owner owes \$4,715 to the association. If the owner refuses to pay the association, the Board’s recourse will be to take the owner to small claims court; and if the association obtains a judgment against the owner, an abstract of judgment can be filed against the property owner which will need to be satisfied upon the sale of the property.

*Manager’s report* – no additional information to provide.

**UNFINISHED BUSINESS**

**6.4 Clubhouse bathroom remodeling** – Pending a bidders meeting with Orozco, Boncore and IQV Construction companies.

**NEW BUSINESS**

**1.1 Security Concerns** – Various homeowners have emailed their concerns about recent vehicle break-in’s, mostly near the end of the cul-de-sac. After some discussion, the board agreed to look into installing flood lights with motion detectors on the garages near the tennis court and replacing the top bar on the emergency exit fence on El Camino where the board believes people may be climbing the fences to gain access to the association. Maurice Green will discuss the light installation with Jorge of United Electric.

**1.2 Earthquake insurance renewal, Walton & Associates** – The Board reviewed the renewal documents from Walton & Associates as follows

2016-17

Limit - \$28,700,000  
Deductible – 15%  
Annual premium – \$47,812.80

2017-18

Limits at \$28,740,000  
Deductible – 15%  
Annual Premium - \$36,844.80

Chris Grillone made a motion to accept the renewal proposal. Veena Rajaraman seconded the motion, which was unanimously approved.

**1.3 Mailbox replacements** –It was reported that during December 20167 the mailbox unit for buildings 10/11 was damaged and required replacement. Maurice Green facilitated the replacement with purchasing a unit from Salsbury at a cost of \$1,250. After some discussion, Chris Grillone made a motion to approve of replacing the remaining 5 mailbox units, also purchased from Salsbury. Veena Rajaraman seconded the motion, which was unanimously approved.

**PENDING ITEMS**

- **Painting/dry rot repair project** – No report.
- **Residential building lighting replacement** – Maurice Green reported that the project is very close to completion.
- **Asphalt paving and restriping, CalVac Paving** – scheduled for spring of 2017.
- **Pool area gates/lock replacement, Bay Cities** – Completed.
- **Survey regarding cigarette smoking** – The Palo Alto City Council has approved an ordinance banning smoking in all multi-unit residences and common areas. The law will go into effect starting January 1, 2018. Landlords and sellers of condominium units will be required to notify their prospective tenants and buyers about the smoking ban.
- **Well pump system repairs** – Pending receipt of a proposal from Garcia Well and Pump to clean out the well and redevelop it, including a new flow test.

**ADJOURNMENT & ANNOUNCEMENTS**

The next regular Board meeting was scheduled for February 15, 2017, at 7:00pm in the association’s clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:06pm.

Minutes prepared by:



Veena Rajaraman, Secretary  
Barron Square Homeowners Association

