

**BARRON SQUARE HOMEOWNERS ASSOCIATION**  
Minutes of the Board of Directors Meeting  
August 23, 2017

**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 7:05pm. Board members in attendance were Richard Evans, Chris Grillone, Veena Rajaraman, Irina Selvaretam and Ayla Singhal. Deborah McGraw represented PML Management.

**AGENDA/CALENDAR REVIEW**

The Board reviewed the Agenda and Calendar.

**HOMEOWNER FORUM**

Items discussed during open forum were landscape concerns, a request to remove USA markings on the sidewalk at 514 Thain, and a request to have the contractor remove the excess concrete splashed on a post at 4162 Thain.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made by Chris Grillone and seconded by Ayla Singhal, the minutes of the July 19, 2017 Board of Directors meeting were approved as corrected with Veena Rajaraman abstaining from the vote, since she was not in attendance at the meeting.

**REVIEW ACTION LIST**

The Board reviewed the action list.

**REPORTS**

**Treasurer** – A summary of the July 2017 financial statement was reviewed as follows:

	Month	YTD Actual	YTD Budget	Variance	Total Budget
<b>Total Revenue</b>	<b>52,238</b>	<b>363,715</b>	<b>362,621</b>	<b>1,094</b>	<b>621,627</b>
Total Maint. & Repairs	8,630	71,880	64,071	7,809	109,840
Total Utilities	6,850	32,123	37,352	(5,229)	64,030
Total Admin. Expenses	8,216	66,235	71,442	(5,207)	122,470
<b>Operating sub total</b>	<b>23,696</b>	<b>170,238</b>	<b>172,865</b>	<b>(2,628)</b>	<b>296,340</b>
Total Reserve Expenses	1,683	218,904	278,502	(59,598)	477,440
<b>Total Expenses</b>	<b>25,379</b>	<b>389,141</b>	<b>451,367</b>	<b>(62,226)</b>	<b>773,780</b>
Total Assets		1,125,911			
Total Liabilities		(7,652)			
<b>Total Fund Balances</b>		<b>1,133,564</b>	<b>951,805</b>	<b>est yr end</b>	

- FY 2018 Reserve Study – Reserve Analysis Consulting has provided the draft reserve study which was provided to Treasurer Chris Grillone for review.

**Committee Reports:**

**Architectural** – The Board reviewed and approved a request from 4142 Thain for interior remodeling, provided the homeowner obtain a city permit and provides a copy to management upon completion. The Board noted that the resident at 4141 Thain has removed the newly installed porch light fixture and replaced it with their own. A violation letter will be sent requiring replacement of the fixture.

The Board noted that the owners of 531 Thain have violated the association's rental restrictions by recently renting their unit on a short-term basis, under the minimum 90-day term. The Board requested the owners to be called to a hearing to discuss the violation.

*Landscaping –*

- Monthly landscape inspections – The Board reviewed 8/4/17 landscape notes
- Oak tree moth inspection – pending a response from S.P. McClenahan
- Irrigation well-water holding tank – PML was requested to contact the Palo Alto Planning department to determine property line set back requirements.

*Pool/ Recreation –*

- Kathy Riley expressed her concern with the pool company service to which TC Smith provided a response. As of today, Kathy says the services is much better.
- Interior Lights – The Board requested options for light timers that do not have a manual override.
- Security camera system update – The 2 new cameras and DVR were installed by Maury Green. It was reported that a worker from Tesla was found lounging on the pool deck and when approached by a resident left the pool area. Maurice Green will review the camera feed to determine how the worker entered into the pool area.
- Pool gate alarms – The signs and alarms have been installed by Maury Green, but will not be activated until notification is provided via the association newsletter.
- Spa air register – pending completion by Bayside Heating (dba CP Mechanical) to replace the air register above the spa.

*Roofing –* No report by Richard Evans.

*Adjacent Property report –*

- 4146 El Camino fence replacement reimbursement – PML reported that documentation has been provided to the Courts.

*Manager's report –*

- Concrete patio repairs – Completed by Blue Sierra Construction at 4162, 590 and 526 Thain.
- 4110 Thain, water test – PML reported that AC Enterprise performed a water test to determine the source of a leak into one of the unit's bedrooms from the balcony above. However, the water test did not show any leak into the unit below. It has been determined that an accident may have occurred where water leaked from the unit above during remodeling before it was put on the market, but it cannot be verified. Therefore, the ceiling was repaired and painted at the association's cost.

**UNFINISHED BUSINESS**

**6.4.16 Clubhouse bathroom remodeling** – PML met with JoAnn Madeira Gann (JMG Design) who will be submitted a proposal for her design services.

**NEW BUSINESS**

**8.1 Community use of common area land on El Camino** – Chris Grillone discussed his desire to modify the land on El Camino in front of the tennis court and garages for use by the homeowners. He will follow up with the City to determine the process for this project.

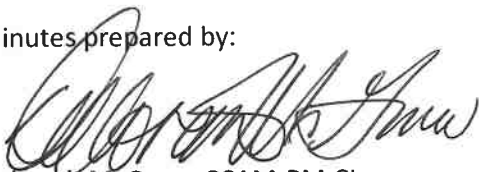
**PENDING ITEMS**

- Security Lights upgrade to LED, project completion – Pending completion by United Electric.
- Deck replacement project, A.C. Enterprises – In progress with AC Enterprises.

**ADJOURNMENT**

The next regular Board meeting was scheduled for September 20, 2017 at 7:00pm in the association's clubhouse. There being no other business to come before the Board, the Meeting was adjourned into Executive Session at 9:35pm to discuss a reimbursement request.

Minutes prepared by:



Deborah McGraw, CCAM-PM.CI  
PML Management Corporation

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Veena Rajaraman, Secretary  
Barron Square Homeowners Association