

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

September 20, 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 7:02pm. Board members in attendance were Richard Evans, Chris Grillone, Veena Rajaraman and Irina Selvaretnam. Board member Ayla Singhal was absent. Deborah McGraw represented PML Management and another homeowner attended.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

The owner of 4146 Thain attended the meeting to discuss a landscape request and report a crack in his bedroom ceiling, believed to be caused by the current deck replacement project.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Veena Rajaraman and seconded by Irina Selvaretnam, the minutes of the 8/23/17 Board of Directors meeting were approved as submitted.

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
Total Revenue	52,238	363,715	362,621	1,094	621,627
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
Operating sub total	23,696	170,238	172,865	(2,628)	296,340
Total Reserve Expenses	1,683	218,904	278,502	(59,598)	477,440
Total Expenses	25,379	389,141	451,367	(62,226)	773,780
Total Assets		1,125,911			
Total Liabilities		(7,652)			
Total Fund Balances		1,133,564	951,805	est yr end	

- FY 2018 Reserve Study – Reserve Analysis Consulting provided the draft reserve study which was provided to Chris Grillone for review. PML will prepare a draft budget for the Board to review at the next meeting.

Committee Reports:

Architectural – A motion was made by Chris Grillone to approve a request from 561 Thain for interior remodeling, which includes installing a non load-bearing wall, provided that upon inspection there are no significant changes to the plans or to the exterior of the building required by the City. Irina Selvaretnam seconded the motion, which was unanimously approved.

Landscaping –

- Chris Grillone expressed his concern regarding residents from Driscoll Place, adjacent HOA, are cutting branches from the association's Pine trees which hang over their property. PML was requested to contact the manager for the neighboring property.
- The Board reviewed the 9/8/17 landscape notes
- S.P. McClenahan has confirmed that there is not a current infestation of Oak tree moths.
- Garcia Well has confirmed that they cannot provide a "visual impact report" for the well tank installation and suggested that the association hire an engineer to provide the necessary information. PML will continue discussion with the City about property line set back requirements.

Pool/ Recreation –

- Interior Lights – Chris Grillone offered to provide suggestions for a push button timer.
- PML was requested to post a notice on the clubhouse refrigerator advising residents to refrain from storing any food and/or alcohol in the refrigerator.
- A homeowner requested the Board to consider removal of the large Podocarpus trees in the pool area because they make a mess in the pool and around the pool deck. After some discussion, the Board denied the request. The pool maintenance company will be requested to consider using an alternate skimmer basket to try and keep the pool clean between visits.
- The pool committee was requested to research a replacement for the clubhouse and pool deck garbage cans that would separate recycling material from trash.

Roofing – No report.

Adjacent Property report – Payment from the owner of 4146 El Camino for share cost of the fence replacement has been received in full and the small claims action will be dismissed.

Manager's report –

- After much discussion regarding cleaning of homeowner AC drain lines, the Board agreed to defer confirmation about maintenance responsibility until a plumber has filmed the drain line to determine its location under building 12.
- At 4146 Thain, it was noted that there is dry rot on the exterior patio cabinet that covers the domestic water PRV for each unit (upstairs and downstairs), including a personal hose for their patio plants. After some discussion, it was agreed that this is an owner maintenance responsibility since it was not installed by the association.
- A request to paint approximately 10 feet of the curb red at Maybell and Thain (adjacent to the Interdale property) has been submitted to the City.

UNFINISHED BUSINESS

6.4.16 Clubhouse bathroom remodeling – A motion was made by Chris Grillone to approve the bid from JoAnn Madeira Gann (JMG Design) for her design services for the bathrooms/kitchen at a cost of \$4,800, which includes documents required for a city permit but not the actual permit fees. Richard Evans seconded the motion, which was unanimously approved.

8.1 Community use of common area land on El Camino- Chris Grillone reported that after a lengthy discussion with the City, it appears that the process for obtaining approval to modify the land along El

Camino could be very time consuming. Chris offered to put a report together after discussing ideas with a landscape architect.

NEW BUSINESS

9.1 Solar Panel repairs – Pending receipt of competitive bids for Board review.

PENDING ITEMS

- **Security Lights upgrade to LED, project completion** – Tisa (Ford Light Inc.) and Maury Green are working to resolve the issue of lights that are too bright and angled incorrectly.
- **Deck replacement project, A.C. Enterprises** – In progress with AC Enterprises. A tentative completion schedule has been received.

ADJOURNMENT

The next regular Board meeting was scheduled for October 18, 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 9:14pm to discuss a reimbursement request.

Minutes prepared by:



Deborah McGraw, CCAM-PM.CI
PML Management Corporation

Attested by:

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Veena Rajaraman, Secretary
Barron Square Homeowners Association