

BARRON SQUARE HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 October 18, 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 7:12pm. Board members in attendance were Richard Evans, Chris Grillone, Irina Selvaretnam and Ayla Singhal. Board member Veena Rajaraman was absent. Deborah McGraw represented PML Management.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

HOMEOWNER FORUM

PML was requested to look into an issue with cable wires in the landscaping in front of 4162/4166 Thain.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by Irina Selvaretnam, the minutes of the 9/20/17 Board of Directors meeting were approved as submitted with Ayla Singhal abstaining from the vote.

REVIEW ACTION LIST

The Board reviewed the action list.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Total Budget
Total Revenue	52,171	468,160	466,227	1,933	621,627
Total Maint. & Repairs	9,649	91,078	82,377	8,701	109,840
Total Utilities	5,424	42,428	48,024	(5,596)	64,030
Total Admin. Expenses	2,849	77,404	91,854	(14,450)	122,470
Operating sub total	17,921	210,911	222,255	(11,344)	296,340
Total Reserve Expenses	39,958	410,285	358,074	52,211	477,440
Total Expenses	57,879	621,196	580,329	40,867	773,780
Total Assets		1,031,595			
Total Liabilities		25,642			
Total Fund Balances		1,005,953	951,805	est yr end	

Committee Reports:

Architectural – No report.

Landscaping –

- On a motion duly made by Chris Grillone, and seconded by Richard Evans, the Board unanimously approved a request from Loral Landscaping for an increase in their monthly fee to \$5,491, effective 1/1/17, a 3% increase.
- 4131/4133 Thain – Loral has been requested to remove the failing Magnolia tree in front of the unit on Thain Way and install a Brisbane Box tree. The owner of 4133 Thain has offered to pay the additional cost of \$1,055 for a 36" box tree with a total cost for installation of \$1650.

- The Board reviewed the 10/6 landscape inspection notes. PML was requested to remind Loral to blow the leaves and landscape debris from under the stairwells on a monthly basis and to rake the pine needles out of all landscaping, in addition to blowing the debris.
- Irrigation well-water holding tank – PML reported that Garrett Sauls, PA building planning technician, provided information stating that if the holding tank is constructed above ground then Planning would require a minor staff level architectural review prior to installation. If it is installed underground, then there would not be any architectural review other than the surface equipment which would be necessary to operate the tank. Management recommended hiring an engineer/architect to develop the plans and specifications for the tank installation.

Pool/ Recreation –

- Laszlo Tokes, pool committee member, has confirmed that the pool heat and solar has been turned off as of 10/12/17.
- Clubhouse Interior Lights – Maury Green will provide his recommendations for a motion sensor type of interior light upgrade.
- Spa air register – The Board asked to have the flood light bulbs replaced when CP Mechanical is on site to replace the air register above the spa.

Roofing – No report.

Adjacent Property report – No report.

Manager's report –

- There was a discussion regarding the security light behind 4166 Thain, which is not working due to an electrical issue. PML was requested to hire an electrician to re-establish the power to this light fixture.
- 4135/37 AC drain line inspection – No report.

UNFINISHED BUSINESS

8.1 Community use of common area land on El Camino - No report.

9.1 Solar Panel repair/replacement – The Board reviewed proposals from TC Smith, Poco Solar and SunTreck Solar. SunTreck Solar also provided an option to replace the current solar panels and equipment in the pool room to qualify for a rebate. PML was requested to obtain clarification about the qualifications for the rebate and potential permit fees.

NEW BUSINESS

10.1 Draft FY 2018 review – After some discussion, Chris Grillone made a motion to approve the 2018 Budget with an average increase in monthly dues at 1.57%. Ayla Singhal seconded the motion, which was unanimously approved.

10.2 Tile roof maintenance, bid review – After some discussion, Richard Evans made a motion to approve the proposal from Frank Fiala Roofing at a cost of \$9,190 provided that the work starts by the end of January 2018. Irina Selvaretnam seconded the motion, which was unanimously approved.

PENDING ITEMS

- **Deck replacement project, A.C. Enterprises** – Completed by A.C. Enterprises. The total cost for AC Enterprises was \$210,108.25, vs the original bid price at \$189,628, 10% over budget. Richard Avelar & Associates project management fees to date are \$26,370.
- **Clubhouse bathroom remodeling project, design review** – Pending a site inspection by JoAnn to take measurements. The Board requested JoAnn to attend the November board meeting.

ADJOURNMENT

The next regular Board meeting was scheduled for November 15, 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 9:34pm to discuss a reimbursement request.

Minutes prepared by:



Deborah McGraw, CCAM-PM.CI
PML Management Corporation

Attested by:



Veena Rajaraman, Secretary
Barron Square Homeowners Association