

## BARRON SQUARE HOMEOWNERS ASSOCIATION

### Minutes of the Board of Directors Meeting

November 15, 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 7:07pm. Board members in attendance were Richard Evans, Chris Grillone, Veena Rajaraman, Irina Selvaretnam and Ayla Singhal. Deborah McGraw represented PML Management and other owners attended.

#### AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

#### HOMEOWNER FORUM

- A request was made to add insurance disclosure documents to the association's website.
- An owner requested the Board to consider re landscaping the pool area to remove the large Podocarpus trees that drop a significant amount of debris into the pool.
- A resident who lives adjacent to the pool asked for better screening between their condo and the pool area.
- An owner requested a reflective sticker to be placed on one of the building's identification post to make it more visible for caregivers.
- An owner attended the meeting to discuss a tree issue.

#### APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by Irina Selvaretnam, the minutes of the 10/18/17 Board of Directors meeting were approved as submitted.

#### REVIEW ACTION LIST

The Board reviewed the action list.

#### REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Total Budget
<b>Total Revenue</b>	<b>52,139</b>	<b>520,299</b>	<b>518,030</b>	<b>2,269</b>	<b>621,627</b>
Total Maint. & Repairs	9,417	100,495	91,530	8,965	109,840
Total Utilities	4,740	47,169	53,360	(6,191)	64,030
Total Admin. Expenses	7,487	84,892	102,060	(17,168)	122,470
<b>Operating sub total</b>	<b>21,644</b>	<b>232,555</b>	<b>246,950</b>	<b>(14,395)</b>	<b>296,340</b>
Total Reserve Expenses	22,526	432,811	397,860	34,951	477,440
<b>Total Expenses</b>	<b>44,170</b>	<b>665,366</b>	<b>644,810</b>	<b>20,556</b>	<b>773,780</b>
Total Assets		1,031,759			
Total Liabilities		17,836			
<b>Total Fund Balances</b>		<b>1,013,923</b>	<b>951,805</b>	<b>est yr end</b>	

#### Committee Reports:

*Architectural* – The Board reviewed the following requests:

- 4131 Thain, to install new water heater with a raised platform that allows for an overflow pan connection which ties in at the P/T line. Approved, provided a licensed contractor performs the work and a copy of the final permit is sent to management.

The Board reviewed violation letters to owners regarding replacement of the exterior porch light without prior permission, and another requesting removal of planters placed on the exterior stairwell railings.

*Landscaping –*

- 4131/4133 Thain Magnolia tree – There was a discussion regarding replacement of the dying Magnolia tree in front of 4131 Thain, on Thain Way, with a Brisbane Box tree. After much discussion, a motion was made by Chris Grillone to have Loral install the Brisbane Box tree on Thain in front of 4131 Thain, at a specific location chosen by the Landscape Committee, and for Loral to train the tree to have a columnar shaped canopy as narrow as possible. Richard Evans seconded the motion which was approved by a vote of 4 in favor and Irina Selvaretnam abstaining from the vote.
- Magnolia tree at 514 Thain – According to Tree Management Experts, tree #141 is in poor health and should be removed. At the recommendation of TME, the Board agreed to remove the Magnolia and replace it with a Japanese Maple, of a type recommended by Loral.
- Eucalyptus tree at property line next to 550 Thain – PML reported that a response has been received from the adjacent single-family property owner stating that they do not want the tree removed.
- Irrigation well-water holding tank – PML will be meeting with Rick Cassidy, a civil engineer, to view the site in order for him to provide a proposal for project management services.

*Pool/ Recreation –*

- Clubhouse interior light switch modification – No report.
- Spa air register – replacement completed by CP Mechanical.
- Pool gate adjustment – Maurice Green is working with A&D Gate to remove the existing closure arm and replace with a hinge-type closer.
- Water heater - During a repair to the clubhouse water supply, the plumber noticed that the water heater is starting to leak and recommended replacement. The Board approved to have the water heater replaced at a cost not to exceed \$1,200.

*Roofing –* No report.

*Adjacent Property report –* No report.

*Manager's report –*

- 4166 Thain security light – Modern Electric is working with Loral to have a trench dug to install new conduit/wire to the light pole. The current conduit has rusted through and is not viable.
- 4135/37 AC drain line inspection – No report.
- Red curb – The City of Palo Alto has completed painting the curb red at the entrance to Thain from Maybell.

**UNFINISHED BUSINESS**

**8.1 Community use of common area land on El Camino** - On hold per Chris Grillone.

**9.1 Solar Panel repair/replacement** – PML reported they are gathering information about replacement of the system vs repair.

**NEW BUSINESS**

**11.1 All Fence bid review, tennis court and bench** – Tabled.

**11.2 State Farm Insurance renewal, 1/1/2018** – The Board reviewed insurance renewal information provided by State Farm. After some discussion, a motion was made by Chris Grillone to approve of the renewal. Richard Evans seconded the motion, which was unanimously approved.

**2018-19 Policy Premiums:**

- Master Condominium Assn. Policy (includes Property, D&O and Liability insurance coverage) limit at \$21,944,200 with an annual premium of \$26,385.00
- Commercial Liability Umbrella Policy limit at \$5,000,000 with an annual premium of \$1,142.00

**11.3 Responsibility Assignment and Fine Structure review** – No report.

**11.4 A.C. Enterprises bid review, concrete walkway repair and garbage room door installation** – The board reviewed bids from A.C. Enterprises regarding the front walkway to 535 and 537 Thain, and requested PML to obtain a revised bid for just concrete replacement with no drainage modifications. At the 539 Thain garbage area, PML was requested to replace the spring door closer. No replacement of the entire door/frame will be made unless the closer cannot be made to work properly.

**PENDING ITEMS**

**Clubhouse bathroom remodeling project** – The Board requested to meet with the designer prior to the January board meeting.

**ADJOURNMENT**

The next regular Board meeting was scheduled for January 17, 2018 at 7:00pm in the association's clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 9:27pm.

Minutes prepared by:



Deborah McGraw, CCAM-PM-HR.CI  
PML Management Corporation

Attested by:



Veena Rajaraman, Secretary  
Barron Square Homeowners Association

