

BARRON SQUARE HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

January 17, 2018

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 7:30pm. 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

The following was brought to the Board's attention:

- Issues with a Brisbane Box tree planted in front of 4131/4133 Thain Way. The two affected owners were provided time to comment on the situation. Afterward, the Board agreed to discuss possible resolutions to the disagreement during the Landscape Committee report.
- An owner attended the meeting to report on garbage being left on Thain Way which she believes belongs to the Tesla workers.
- An owner discussed a problem with a resident marking vehicle tires parked on Thain Way.
- An owner notified the Board that there are people living in their vehicles parked on El Camino.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by Ayla Singhal, the minutes of the 11/15/17 Board of Directors meeting were approved as submitted.

REVIEW ACTION LIST

The Board reviewed the action list.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Total Budget
Total Revenue	52,118	572,417	569,830	2,587	621,627
Total Maint. & Repairs	10,848	111,343	100,683	10,660	109,840
Total Utilities	2,255	49,424	58,696	(9,272)	64,030
Total Admin. Expenses	9,257	94,149	112,266	(18,117)	122,470
Operating sub total	22,360	254,915	271,645	(16,730)	296,340
Total Reserve Expenses	17,445	450,256	437,646	12,610	477,440
Total Expenses	39,805	705,171	709,291	(4,120)	773,780
Total Assets		1,020,891			
Total Liabilities		(5,345)			
Total Fund Balances		1,026,236	951,805	est yr end	

Committee Reports:

Architectural –

Requests

- 4141 Thain:
 - In guest bathroom and laundry room, asbestos abatement and replacement of fixtures and flooring due to water damage from owner's toilet. Unanimously approved by the Board with a motion made by Chris Grillone and seconded by Veena Rajaraman.
 - To replace garage door opener with new garage door opener. Unanimously approved by the Board with a motion made by Chris Grillone and seconded by Ayla Singhal.
 - To replace the corner balcony light fixture with a similar one that has an electrical outlet for a temporary work light for night time barbecuing. The Board unanimously approved the application with a motion made by Chris Grillone and seconded by Ayla Singhal, contingent upon no other exterior outlet existing on the balcony.
- 4108 Thain:
 - To install a chair lift on the stairs leading up to the condo. The Board unanimously approved the request, with a motion made by Richard Evans and seconded by Chris Grillone, contingent upon the chair components being installed in a brown color to match the building as closely as possible.
- 516 Thain:
 - To install a Ring Video Door Bell with "Venetian" colored faceplate. The request was approved by the Board with a motion made by Veena Rajaraman and seconded by Irina Selvaretnam, and Chris Grillone abstaining from the vote.
- 4139 Thain
 - To replace bathtub in hallway bathroom and shower pan in master bathroom (already completed with permits). The request was unanimously approved by the Board with a motion made by Chris Grillone and seconded by Veena Rajaraman.

ACC requests previously approved by the Architectural Control Committee:

4122 Thain - To install a new hot water heater and tile flooring – Approved by Committee on 12/7/17.

Corrected Violations

4137 Thain – owner has painted green exterior window frames.

4144 Thain – planters have been removed from the tops of the stair railings.

Landscaping – The Board reviewed the following:

- 12/1/17 Landscape notes from Loral. No action taken.
- Loral est 2018-0039 – 535 Thain shrub installation, approved. Work order 639 sent to Loral.
- Pool area landscape upgrade - Loral recommends the following landscape architecture firm: Small Brown Landscape Architects in Burlingame. PML will contact to discuss plans for pool area landscape upgrade.
- Brisbane Box tree planted in front of 4131/4133 Thain – There was much discussion about having an inspection performed by an independent arborist to review the issues each owner, from 4131 and 4133 Thain, brought up during Open Forum. The Board agreed to have Tree Management Experts inspect the tree and surrounding planting area to address the following:
 - The resident at 4133 Thain (upstairs) would like a tree installed in front of his home that will provide shade for his unit and visual isolation from the street, mostly into the front living room window.
 - The residents at 4131 Thain (downstairs) prefer to allow the maximum amount of sunlight into the unit, due to health concerns, and do not want a tree planted. If a tree is to be planted then it needs to not block the light into the unit.

- Additionally, it was agreed to ask the Arborist that if the newly installed Brisbane box tree will accomplish a light compromise, would moving it 2 feet to the left (facing the building) make any difference in the amount of sunlight into 4131, or shade for 4133? Should the tree be pruned in any specific way to better accomplish this? Or, would a different tree be more suited for this light compromise to be achieved?
- Magnolia tree at 514 Thain – According to Tree Management Experts the tree is in poor health and should be removed and replaced with either a Japanese Maple or Crape Myrtle. PML will obtain a proposal from Loral for the tree installation.
- Irrigation well-water holding tank – PML reported that they met with Rick Cassidy, who is a civil engineer. Rick mentioned that the most suitable location for the storage water tank, with dimensions of 10 feet in diameter and 9 feet high, would be where the shed is currently located, next to the clubhouse. Rick explained that he, as a civil engineer, would need to work together with an Architect and Geotechnical Engineer to develop the proper permit documents for City review and that the Architect should be able to provide a visual impact report. PML will work with Richard Avelar & Associates to provide a bid for project management services.

Pool/ Recreation – No report.

Roofing – No report.

Adjacent Property – PML stated that they are working with the manager of the Zen Hotel regarding fence repairs to the property line fence. The Board reviewed a proposal from All Fence for the repairs at a cost of \$1,400 and unanimously approved the proposal on a motion made by Chris Grillone and seconded by Veena Rajaraman.

Manager's report – No report.

UNFINISHED BUSINESS

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

9.1 Solar Panel repair/replacement – PML reported that the City of Palo Alto does not have a similar rebate program as PG&E so, the proposal from Suntek Solar is not valid. PML will work with the contractors to obtain a standard scope of work for the project for bidding purposes.

11.3 Responsibility Assignment and Fine Structure review – No report.

NEW BUSINESS

1.1 Pickle ball court addition to tennis court, discussion – No report.

1.2 2018 Annual Meeting, appoint Nominating Committee and Election Official – PML reported that the 2018 Annual meeting is scheduled for 4/18/18. Board members up for re-election are Chris Grillone, Richard Evans and Veena Rajaraman. On a motion duly made by Richard Evans, and seconded by Chris Grillone, PML Management Corporation was unanimously appointed as the Election Official. It was agreed that the Board will serve as the Nominating Committee. A request for candidates will be sent out to all Owners.

1.3 Earthquake Insurance renewal, Walton & Associates (effective 1/31/18) – The Board reviewed a renewal proposal, submitted by Walton & Associates, for a policy with QBE Specialty and an annual premium of \$42,039.02 which includes a 15% deductible. Because QBE Specialty is noted as being a non-admitted carrier in California, the Board requested PML to ask Walton & Associates for additional information about admitted carrier vs non-admitted carrier earthquake coverage in California and to obtain a quote from Walton & Associates for coverage using an admitted carrier. The Board will hold an Executive Session to review/approve an alternate quote, if necessary, prior to the renewal on 1/31/18.

1.4 Concrete repairs, review proposals – PML presented proposals from Blue Sierra Construction and A.C. Enterprises for concrete patio and walkway repairs at 4150, 526, and 535 Thain. After some discussion, a motion was made by Chris Grillone to approve the proposal from Blue Sierra Construction, which would include the option to address adding a drain pipe under the front walkway at 535 Thain. Richard Evans seconded the motion, which was unanimously approved.

1.5 Tree pruning, discuss Loral proposal – The Board reviewed a proposal from Loral for tree pruning services. After some discussion, a motion was made by Chris Grillone to approve of the work in Priority 1 only. Irina Selvaretnam seconded the motion which was unanimously approved.

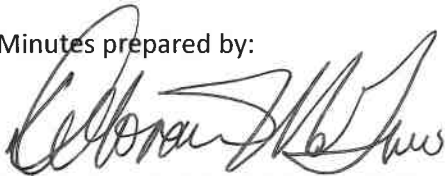
PENDING ITEMS

- Clubhouse bathroom remodeling project, design review – JoAnn met with the Board prior to the meeting to provide samples of materials and layout.
- Sloped roof maintenance, Frank Fiala Roofing – Scheduled for completion this week.

ADJOURNMENT

The next regular Board meeting was scheduled for February 21, 2018 at 7:00pm in the association’s clubhouse. There being no other business to come before the Board, the Meeting was adjourned at 10:15pm.

Minutes prepared by:



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

Attested by:



Veena Rajaraman, Secretary
Barron Square Homeowners Association