

BARRON SQUARE HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
November 14, 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 7:03pm. Board members in attendance were Richard Evans, Chris Grillone, Ayla Singhal, and Irina Selvaretnam. Deborah McGraw represented PML Management and other homeowners attended.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. The next meeting was set for January 16, 2019 at 7:00pm in the clubhouse.

HOMEOWNER FORUM

Owners attended the meeting and discussed the following concerns:

- Landscape tree replacement
- Recent vehicle break-in

APPROVAL OF PREVIOUS MEETING MINUTES

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

EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on October 17, 2018 to discuss the contract for the clubhouse bathroom interior decoration and construction services, as well as an insurance claim for water damages to two condominium units.

REPORTS

Treasurer – The Board reviewed a summary of the October 2018 financial statement as follows:

	Month	YTD Actual	YTD Budget	Variance	Total Budget
Total Revenue	53,413	534,761	525,880	8,881	631,059
Total Maint. & Repairs	44,739	132,102	101,440	30,662	121,722
Total Utilities	4,632	41,889	53,070	(11,181)	63,680
Total Admin. Expenses	6,490	91,894	86,080	5,814	103,292
Operating sub total	55,860	265,885	240,590	25,295	288,694
Total Reserve Expenses	(35,911)	126,560	206,480	(79,920)	247,780
Total Expenses	19,950	392,445	447,070	(54,625)	536,474
Total Assets		1,205,979			
Total Liabilities		17,831			
Total Fund Balances		1,188,148	1,162,673	est yr end	77%

Committee Reports:

Architectural – No report.

Landscaping –

- 4131 Thain Pear tree - The board agreed for a 24" box Chanticleer Pear tree to be planted on the side of 4131 Thain, facing the garages, as long as the tree does not block any windows to 4131 Thain.
- Red Ironbark Eucalyptus trees – The board reviewed the TRAQ report provided by Tree Management Experts and requested clarification for tree #5. If no revision to the report is necessary, PML was requested to initiate the tree removal permit process with the city for removal of all 5 trees.
- Pool area upgrade – The board requested for the both the pool committee and the landscape committee to work together to find a landscape designer/architect to for the upgrade project.

Pool/ Recreation –

- Well refurbishment – No report.
- The gas heat to the pool has been turned off as of 10/23/18.
- Solar repairs – TC Smith has completed the minor repairs to the connections on the clubhouse roof and recommends replacement of the panels no later than 2020.
- Spa replacement – Due to the age, and the fact that replacement parts for the interior of the spa are becoming difficult to find, TC recommends getting a pool builder with a C-53 license to provide a bid to replace the spa no later than 2020.

Roofing – No report.

Adjacent Property – No report.

Manager's report/Action List review – no additional information to provide.

UNFINISHED BUSINESS

5.1 Appoint director to fill open position on the Board – The board agreed to not appoint a homeowner to fill the position vacant from 2018 annual membership meeting and place the opening up for election by the membership at the 2019 annual meeting.

9.1 2019 Draft Budget review – On a motion duly made by Irina Selvaretnam and seconded by Chris Grillone the Board unanimously approved of the 2019 budget with an average 4.0% increase in dues.

10.1 561/559 Thain water damage insurance claim – No report.

NEW BUSINESS

11.1 Dryer vent cleaning – The board agreed for PML to obtain bids for dryer vent cleaning to be completed in spring 2019.

11.2 State Farm Insurance Renewal, 1/1/19 – On a motion duly made by Chris Grillone and seconded by Richard Evans, the board unanimously approved of the State Farm insurance renewal with an increase in replacement value to \$22,386,200 and an annual premium of \$26,713.

PENDING ITEMS

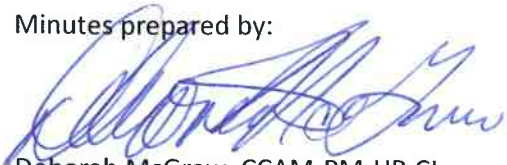
- *Clubhouse interior upgrade* – The Board discussed finding another designer and having a plan established to present to the membership at the 2019 annual membership meeting.
- *Community room use, rules update* – The board reviewed homeowner comments and made additional changes to the rules. A revised draft will be reviewed at the next meeting.
- *Noise concern, 522 Thain* – The board reviewed correspondence from the homeowner stating that the noise had previously subsided, but recently returned. PML was requested to have each of the unit pressure release valves replaced which appear to be causing the noise issues.
- *Maintenance Matrix, Fine Structure and Election Procedure draft preparation* – No report.

- *El Camino Gate repairs, Alert Door* – Pending completion.
- *Concrete repairs, 4135 & 4150 Thain, Blue Sierra Construction* – Pending completion.
- *Sloped roof maintenance, Frank Fiala Roofing* – waiting for a start date from Frank Fiala Roofing.

ADJOURNMENT

The next meeting was scheduled for January 16, 2019 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 9:50pm.

Minutes prepared by:



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

Attested by:



Irina Selvaretnam, Secretary
Barron Square Homeowners Association