

BARRON SQUARE HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
January 15, 2020

ORDER

The Barron Square Board of Directors Meeting, which was held in the Association common room located at 4111 Thain Way in Palo Alto, was called to order at 7:00pm. Board members in attendance were Joel Davidson, Richard Evans, Chris Grillone and Anton Nemychenkov. Joseph D'Agostino represented PML Management.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. The next open board meeting was tentatively set for 1/15/20 in the association's Common Room.

HOMEOWNER FORUM

- Dumping of trash on El Camino Real side of the property.
- Campers parked on El Camino Real.
- Package that was stolen.
- Possible installation of flood lights and cameras.

Insurance Broker Eva Martin-Long was present to discuss the insurance claim on the master policy. Items discussed were as follows:

- Recouping the costs including the deductible through subrogation.
- The surcharge on the policy due to this claim.
- At fault party and is this a neighbor to neighbor dispute.
- Management endorsement for the amount of what is in reserves plus three months dues.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded and passed by unanimous vote, with Chris Grillone abstaining, the minutes of the November 13, 2019 Board of Directors meeting were approved as amended.

EXECUTIVE SESSION DISCLOSURE

The Board of Directors met in Executive Session on December 18, 2019 to discuss manager change at PML.

REPORTS

Treasurer – The Board reviewed the November 30, 2019 financial report which is summarized below:

	Month	YTD Actual	YTD Budget	Variance	Total Budget
Total Revenue	56,662	506,199	492,219	13,980	656,301
Total Maint. & Repairs	20,409	119,024	93,618	25,406	124,822
Total Utilities	5,130	34,346	45,756	(11,410)	61,020
Total Admin. Expenses	10,388	89,380	88,056	1,324	117,390
Operating sub total	35,928	242,750	227,430	15,320	303,232
Total Reserve Expenses	5,959	38,390	642,087	(603,697)	856,130
Total Expenses	41,887	281,140	869,517	(588,377)	1,159,362
Total Assets		1,514,992			
Total Liabilities		17,282			
Total Fund Balances		1,497,710	1,162,673	est yr end	

Board Treasurer, Chris Grillone reported on the reserve projects that were not completed in 2019.

Committee Reports:

Architectural – Window installation approval for unit 516 Thain Way.

Landscaping – The Board reviewed the following:

- Landscape Walkthrough is scheduled for February 7, 10am.

Pool/ Recreation – No Report

Roofing – No report.

Adjacent Property – No report.

Manager's report/Action List review – The Board reviewed the following:

- Proposal from All Fence to repair fence at 326 Thain Way. On a motion duly made and seconded and passed by unanimous vote, the Board approved this work to be done for \$920.00 if the cost is shared with the neighbor at 553 Driscoll Place.
- It was noted that the Vent Cleaner has completed the cleaning around the property. It was requested that PML find out what units were not available and place this item on the agenda for the next meeting.

UNFINISHED BUSINESS

2.3 Garage flat roof replacement, project management – No report.

2.4 Spa replacement options, discussion – PML reported that they are looking for a vendor who does this type of work.

2.6 Installation of security cameras in the common area – Some discussion took place on this item but no decision was made.

8.1 Clubhouse bathroom upgrade – PML reported they will reach out to Saylor Designs to come out and take a look at the clubhouse and bathrooms and provide a cost for design.

10.2 Compromised mailbox kiosks – No report.

10.4 528 Thain – attic damage inspection, AC Enterprises – Based on the findings of AC Enterprises from the water test performed, Board reviewed a proposal for the roof deck repairs (including minor interior repairs from the water testing) as submitted by AC Enterprises. PML has approved AC Enterprises to perform this work.

NEW BUSINESS

- 1.1 Fiala Roofing proposal – Frank Fiala Roofing has submitted a proposal to perform maintenance work on the sloped roofs throughout the complex for \$9,849.00. On a motion duly made and seconded and passed by unanimous vote, the Board approved this work to be done.
- 1.2 Manager Change – Joseph D'Agostino has been assigned as the new Association Manager at Barron Square. We are working to catch up on a number of items we discussed at our meeting in December. Updates will be sent weekly after our Board Meeting tonight as well as a list of any action items that come from this meeting.
- 1.3 Tree Management Report – No discussion. Tabled till next month.
- 1.4 Pro Roto Proposal – Pro Roto came out to clear a drain line at 535 Thain Way and found that the 4” drain line is broken due to root intrusion. They recommend that a 5ft section of the pipe be replaced and a two way clean put be installed. Total cost is \$4,850.00. It was requested that PML get more information from Pro Roto on why this work is needed and how likely is it that this problem will happen again.

PENDING ITEMS

- 561/559 Thain water damage, State Farm insurance claim – Discussion took place on responsibility of the cost of this claim.
- Lift up garage door inspections – PML noted they would inspect the garages and prepare a report.
- Exterior deck/balcony inspections – Pending receipt of revised proposal form Richard Norris.

ADJOURNMENT

There being no other business to come before the Board the meeting was adjourned at 9:30pm. The next Board of Directors Meeting is scheduled for February 19, 2020 at 7pm.

Minutes prepared by:

Attested by:

Joseph D'Agostino, CCAM
PML Management Corporation

Anton Nemychenkov, Secretary
Barron Square Homeowners Association