

BARRON SQUARE HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
November 18, 2020

ORDER

The Barron Square Board of Directors Meeting, which was held via conference call was called to order at 7:01pm. Board members in attendance were Joel Davidson, Anton Nemychenkov, Richard Evans and Chris Grillone.

AGENDA/CALENDAR REVIEW

- The Board reviewed the Agenda and Calendar.
- It was requested that PML have the 2021 calendar for the next Board Meeting.

HOMEOWNER FORUM

- Installation of safety measure on the upper unit water heaters. Also the possibility of requiring homeowners to install drains on their water heaters. The Board agreed to place this on the agenda for discussion at the next Board Meeting.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion, duly made and seconded and passed by unanimous vote, the Board approved the October 21, 2020 meeting minutes as written.

REPORTS

Treasurer – The Board reviewed the October 31, 2020 financial report which is summarized below:

	Month	YTD Actual	YTD Budget	Variance	Total Budget
Total Revenue	58,817	591,184	585,590	5,594	702,697
Total Maint. & Repairs	15,439	101,105	129,080	(27,975)	154,910
Total Utilities	5,462	46,651	45,530	1,121	51,620
Total Admin. Expenses	11,332	115,849	102,040	13,809	122,445
Operating sub total	32,233	263,605	276,650	(13,045)	328,975
Total Reserve Expenses	14,445	111,923	879,410	(767,487)	1,055,290
Total Expenses	46,678	375,528	1,156,060	(780,532)	1,384,265
Total Assets		1,702,362			
Total Liabilities		(4,314)			
Total Fund Balances		1,706,676			

Board Treasurer, Chris Grillone reported that the Association is over budget in water, year to date.

Committee Reports:

Architectural – The following architectural requests have been submitted for review:

None at this time

Landscaping – It was reported that PML has reached out to the City to find out about trimming the Carob trees along Thain Way. We were told they would come out and take a look regarding trimming these trees. We reached out to Loral to remove these trees from their list. New proposal is pending.

Pool/ Recreation – It was reported that a work order has been done to have the solar turned off for the pool.

Roofing – See below.

Adjacent Property – No Report

Manager's report/Action List review –

- PML Maintenance has replaced some of the rotten wood expansion joints around the complex.
- 4170 needs a section of the concrete replaced where it could not be ground down due to the height. PML Maintenance can replace this section of concrete. Cost will approximately \$750.00
- We have received and updated towing authorization list from Ellingson's. A Board Member should probably be added to this list.
- It was requested that PML check all the astro clocks to make sure they are all set for the correct time.
- Reaching out to Palo Alto regarding re-painting the red curbs along Thain Way
- Cost to repaint the curbs in common driveways.

UNFINISHED BUSINESS

2.3 Garage flat roof replacement, project management – Pending inspection and scope of work preparation. This project start will be moved to next year.

2.4 Spa replacement options, discussion – Pending a proposal

2.6 Installation of security cameras in the common area – Pending further research on WIFI cameras.

Fiala Roofing schedule – Fiala Roofing was out to replaced shingles throughout the buildings. They used all the shingles they ordered for this project and have prepared a change order because there are still so many remaining that need to be replaced. Change order amount is \$6,350. On a motion duly made and seconded and passed by unanimous vote, the Board approved this change proposal.

Clubhouse Renovation – Pending any updates from Sayler Design.

NEW BUSINESS

11.1 2021 Budget – The Board reviewed the 2021 draft budget. On a motion duly made and seconded and passed by unanimous vote the 2021 Budget was approved as submitted with the monthly assessments remaining the same as 2020.

11.2 Reserve Study Update – This matter was tabled until January 2021 since the Board has not had time to review.

11.3 Gutter Cleaning Proposal – Professional Gutter would like to come out on November 24, 2020 to clean all the gutters at all buildings. Also, they have provided us with a schedule for 2021. On a motion duly made and seconded and passed by unanimous vote, the Board approved this work to be done. Total cost is \$3,300.00

11.4 PML Contract – The Board reviewed PML's management contract for 2021. On a motion duly made and seconded and passed by unanimous vote, approved PML's 2021 contract.

11.5 Insurance Renewal – Insurance policy is up on January 1, 2021. Premium is \$40,832.00. On a motion duly made and seconded and passed by unanimous vote, the Board approved to renew all policies providing there is no change in coverage and the deductible remains at \$5,000.00

Correspondence

ADJOURNMENT

There being no other business to come before the Board the meeting was adjourned into Executive Session at 8:35pm. The next Board of Directors Meeting is scheduled for January 20, 2021 at 7pm.

Minutes prepared by:

Joseph D'Agostino, CCAM
PML Management Corporation

Attested by:

Anton Nemychenkov, Secretary
Barron Square Homeowners Association