

**BARRON SQUARE HOMEOWNERS ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**January 16, 2019**

**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 7:05pm. 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 tentatively set for February 13, 2019 at 7:00pm in the clubhouse.

**HOMEOWNER FORUM**

An Owner expressed concern regarding a recent incident where their bicycle was stolen from underneath the exterior stairwell and vandalism to their vehicle parked in the exterior parking space. The owner requested the Board of Director to investigate installing security cameras in the common area. The Board agreed to add this topic for discussion at the February board meeting.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made by Irina Selvaretnam and seconded by Ayla Singhal the minutes of the 11/14/18 Board of Directors meeting were approved as submitted.

**EXECUTIVE SESSION DISCLOSURE**

The Board met in Executive Session on 11/14/18 to discuss a legal issue.

**REPORTS**

Treasurer – The Board reviewed the November 2018 financial statement which is summarized below:

	<b>Month</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>Total Budget</b>
<b>Total Revenue</b>	<b>53,310</b>	<b>588,072</b>	<b>578,468</b>	<b>9,604</b>	<b>631,059</b>
Total Maint. & Repairs	(27,539)	104,563	111,584	(7,021)	121,722
Total Utilities	2,874	44,763	58,377	(13,614)	63,680
Total Admin. Expenses	8,945	100,839	94,688	6,151	103,292
<b>Operating sub total</b>	<b>(15,720)</b>	<b>250,165</b>	<b>264,649</b>	<b>(14,484)</b>	<b>288,694</b>
Total Reserve Expenses	0	126,560	227,128	(100,568)	247,780
<b>Total Expenses</b>	<b>(15,720)</b>	<b>376,725</b>	<b>491,777</b>	<b>(115,052)</b>	<b>536,474</b>
Total Assets		1,271,679			
Total Liabilities		14,502			
<b>Total Fund Balances</b>		<b>1,257,178</b>	<b>1,162,673</b>	<b>est yr end</b>	

**Committee Reports:**

- Architectural – The Architectural Committee approved the following request prior to the board meeting:
  - 542 Thain – installed approved RING doorbell in Venetian Bronze
  - 4150 Thain – approval for owner to install recessed lights in the dining room and living room and replace the recessed lights in the hallway.

- 4131 Thain - At the September 2018 board meeting the owner was approved to install a new gas fireplace insert using the existing chimney to install a co-linear venting fireplace. When the project was completed, the owner's vendor installed exterior wiring using conduit on the outside of the building. PML was requested to have the owner provide a copy of the final permit showing approval for this electrical modification.
- Landscaping –
  - The Board approved estimate 2018-1218 from Loral Landscaping to prune six Canary Island Pine trees, 3 at the clubhouse and 3 along the property line fence next to the adjacent Driscoll Place HOA.
  - Loral est 2018-1173 – has been approved to remove a Birch tree branch hanging over 4122 Thain.
  - No January walkthrough was performed.
  - Red Ironbark Eucalyptus trees – Based on comments provided to the Board from Tree Management Experts, PML was requested to initiate the tree removal permit process with the City.
  - Pool Area landscape upgrade – No report.
- Pool/ Recreation –
  - Well refurbishment – No report.
  - Spa – The board approved replacement of the failing jet blower by TC Smith. Based on information provide by TC Smith the Board agreed to start looking into replacement of the spa since it is difficult to find parts for maintenance considering its age. PML was requested to have a pool/spa construction company come to a board meeting to discuss replacement options.
- Roofing –
  - No report.
- Adjacent Property –
  - The Board reviewed a news article provided by Maury Green regarding a recent Palo Alto City Council meeting on housing density zoning.
- Manager's report/Action List review – no additional report.

## **UNFINISHED BUSINESS**

**10.1 561/559 Thain water damage insurance claim** – Pending receipt of the final report from the State Farm insurance adjuster.

## **NEW BUSINESS**

**1.1 Review 2019 Reserve Projects** – The Board discussed various 2019 reserve replacement projects detailed in the association's recent reserve study. PML was requested to obtain additional information for the following anticipated projects:

- Lift up garage door replacement – have an inspection performed of all doors
- Garage flat roof and gutter replacement – obtain costs for project management
- Balcony inspections – contact contractors to provide cost for inspections.

**1.2 Earthquake Insurance Renewal, 1/31/19 Walton & Associates** – Walton & Associates has not yet provided a proposal for the renewal on 1/31/19. Upon receipt of the renewal information, an Executive Session will be scheduled.

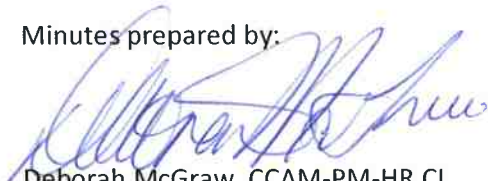
## **PENDING ITEMS**

- *Clubhouse interior upgrade* – PML is researching alternate interior designers referred by current general contractors and project management companies to provide to the Board for review.
- *Community room use, rules update* – The Board approved the revised draft to be sent to all owners.
- *Clothes drying rules, 30-day review* – There being no comments received from homeowners, the revision was approved for final mailing to all owners.
- *Noise concern, 522 Thain* – PML has contacted Express Plumbing to schedule replacement of the 4 PRVs for the building.
- *Maintenance Matrix, Fine Structure and Election Procedure draft preparation* – Pending completion of draft documents for board review by attorney Alex Noland.
- *Concrete repairs, 4135 & 4150 Thain, Blue Sierra Construction* – Pending completion, weather delay.
- *Sloped roof maintenance, Frank Fiala Roofing* – Rescheduled for Friday, 1/18/19.

**ADJOURNMENT**

The next meeting was tentatively scheduled for February 13, 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 8:37pm.

Minutes prepared by:



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

Attested by:



Irina Selvaretnam, Secretary  
Barron Square Homeowners Association