

BARRON SQUARE HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
February 20, 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 set for March 20, 2019 at 7:00pm in the clubhouse.

HOMEOWNER FORUM

- A homeowner expressed their concern regarding the large Tasmanian blue gum eucalyptus tree located on the property line next to 550 Thain. They are concerned that either it will fall or become a fire hazard.
- A homeowner requested the board to replace the lift up garage doors with roll up doors because they are concerned that the existing heavy doors are a safety hazard.
- A homeowner reported that someone was found changing their clothes in the building’s garbage room.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Irina Selvaretnam and seconded by Richard Evans the minutes of the 1/16/19 Board of Directors meeting were approved as submitted.

EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on 1/16/19 to discuss an alleged CC&R violation, a legal issue, and approved a renewal contract with Bright Outlook for janitorial services.

REPORTS

Treasurer – The Board reviewed the December 2018 (draft) financial statement which is summarized below:

	Month	YTD Actual	YTD Budget	Variance	Total Budget
Total Revenue	53,368	641,440	631,059	10,381	631,059
Total Maint. & Repairs	11,239	115,802	121,722	(5,920)	121,722
Total Utilities	2,551	47,314	63,680	(16,366)	63,680
Total Admin. Expenses	10,573	111,411	103,292	8,119	103,292
Operating sub total	24,362	274,527	288,694	(14,167)	288,694
Total Reserve Expenses	11,370	137,930	247,780	(109,850)	247,780
Total Expenses	35,732	412,457	536,474	(124,017)	536,474
Total Assets		1,323,574			
Total Liabilities		48,760			
Total Fund Balances		1,274,814	1,162,673	est yr end	

Committee Reports:

- Architectural –
 - 528 Thain Way – The owner submitted a request to remodel both bathrooms including replacement of floor covering, wall tiles, vanities, faucets, tub (master), replace tub with shower (guest bathroom), add glass doors to tub/shower, install recessed lights in bathrooms. After some discussion the Board requested the owner's contractor to submit drawings for the wall removal for review.
- Landscaping –
 - February landscape walk performed on 2/1/19. Loral est. 2019-0159 for various tree pruning based on that walkthrough was approved and sent on 2/19/19.
 - Removal of Red Ironbark Eucalyptus trees – pending submittal of tree removal permit.
 - Pool Area landscape upgrade – Kathy Riley does not feel that the association needs to re-landscape the entire pool area. She would like the board to consider removal of some of the Podocarpus trees, and to significantly reduce the canopy on the others. A bid will be requested from Loral.
- Pool/ Recreation –
 - Well refurbishment – PML reported that the City of Palo Alto building division includes work exempt from a building permit as water tanks supported directly on grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1. PML will review the option to use a 5,000 gal tank instead of the recommended 6,500 gal tank with Richard Wong of Garcia Well and Pump.
 - The board discussed removal of the large Eucalyptus tree next to 550 Thain as requested by various homeowners. PML was requested to contact the adjacent homeowner (living in a single-family home on Verdosa) where the tree is shared with the association. Apparently they do not want the tree removed, so PML is requested to have them send a copy of their arborist report to PML for the association's arborist to review.
- Roofing – Richard Evans reported that he is working with a roofing contractor to obtain ideas for sloped roof replacement material.
- Adjacent Property – No report.
- Manager's report/Action List review – The Board reviewed the action list.

UNFINISHED BUSINESS

10.1 561/559 Thain water damage insurance claim – PML reported that the two estimates from AC Enterprise and IQV Construction have been provided to the association's insurance adjuster Michael Blank of State Farm.

11.1 Dryer vent cleaning – No report. Pending receipt of bids.

1.2 Earthquake Insurance Renewal, 3/1/19 Walton & Associates – Based on discussion at the 2/13/19 Executive Session, the Board approved renewal of the association's earthquake insurance with Insurance Catastrophe Insurance Managers, LLC (ICAT) at an increased limit of insurance to \$36,261,960 with a 15% deductible and an annual premium of \$48,285 effective 3/1/19.

NEW BUSINESS

2.1 2019 Annual Meeting of Members, candidate review – The Board discussed sending out another notice to various owners asking them to run for election to the board. Richard Evans will draft a letter for the board to review before PML sends it to the owners.

2.2 Comcast Service Agreement renewal, 5/20/19 – The association’s service agreement with Comcast is up for renewal on 5/20/19. PML submitted a request to Comcast to provide an updated contract, but no response has been received. Richard Evans asked PML to notify Comcast that the association will not renew the access agreement which is set to auto renew May 2019.

2.3 Garage flat roof replacement, project management – PML will send a bid request to project managers for construction management services.

2.4 Spa replacement options, discussion – PML will contact pool/spa installation companies and ask them to provide their recommendations for replacement in 2020.

2.5 Lift up garage door inspections – The board agreed to find a contractor to perform a full inspection of the lift up doors to determine the current condition of each door.

2.6 Installation of security cameras in the common area – Maurice Green reported that he is working to obtain a bid for the installation of security cameras in the association’s common area.

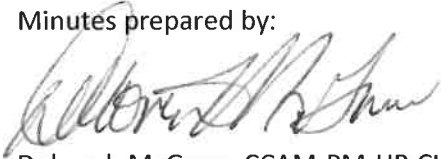
PENDING ITEMS

- *Clubhouse interior upgrade, research new interior designer* – PML is reaching out to general contractors and project managers for their recommendations.
- *Noise concern, 522 Thain* – PML reported that the four (4) PRVs (domestic water pressure release valves) have been replaced at building 8. No report of strange noises has been received from 522 Thain since that replacement.
- *Maintenance Matrix, Fine Structure and Election Procedure draft preparation* – A draft has been received, pending PML review and submittal to the board at the March meeting.

ADJOURNMENT

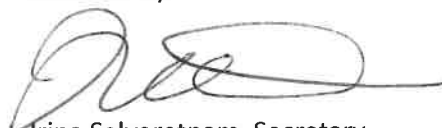
The next meeting was tentatively scheduled for March 20, 2019 at 7:00pm in the association’s clubhouse. There being no other business to come before the Board, the Meeting was adjourned into Executive Session to discuss a reimbursement assessment at 9:04pm.

Minutes prepared by:



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

Attested by:



Irina Selvaretnam, Secretary
Barron Square Homeowners Association