

**BARRON SQUARE HOMEOWNERS ASSOCIATION**  
**Minutes of the Board of Directors Meeting**  
**March 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 7:00pm. Board members in attendance were Richard Evans, Chris Grillone, and Irina Selvaretnam. Director Ayla Singhal was absent. Deborah McGraw represented PML Management and other homeowners attended.

**AGENDA/CALENDAR REVIEW**

The Board reviewed the Agenda and Calendar. The annual meeting of members was set for April 24, 2019 and the next open board meeting was set for May 15, 2019 at 7:00pm in the clubhouse.

**HOMEOWNER FORUM**

- Maurice Green attended the meeting to report on senate bill 50, which would allow increased housing along transit hubs, overriding city zoning restrictions.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made by Irina Selvaretnam and seconded by Richard Evans the minutes of the 2/20/19 Board of Directors meeting were approved as submitted.

**EXECUTIVE SESSION DISCLOSURE**

The Board met in Executive Session on 2/20/19 to discuss a reimbursement assessment and a legal issue.

**REPORTS**

Treasurer – The Board reviewed the January 2019 financial statement which is summarized below:

|                            | Month         | YTD Actual       | YTD Budget       | Variance          | Total Budget   |
|----------------------------|---------------|------------------|------------------|-------------------|----------------|
| <b>Total Revenue</b>       | <b>53,368</b> | <b>641,440</b>   | <b>631,059</b>   | <b>10,381</b>     | <b>631,059</b> |
| 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        |
| <b>Operating sub total</b> | <b>24,362</b> | <b>274,527</b>   | <b>288,694</b>   | <b>(14,167)</b>   | <b>288,694</b> |
| Total Reserve Expenses     | 11,370        | 137,930          | 247,780          | (109,850)         | 247,780        |
| <b>Total Expenses</b>      | <b>35,732</b> | <b>412,457</b>   | <b>536,474</b>   | <b>(124,017)</b>  | <b>536,474</b> |
| Total Assets               |               | 1,323,574        |                  |                   |                |
| Total Liabilities          |               | 48,760           |                  |                   |                |
| <b>Total Fund Balances</b> |               | <b>1,274,814</b> | <b>1,162,673</b> | <b>est yr end</b> |                |

There was a discussion regarding assembly bill 2912 which went into effect as of 1/1/19. In accordance with the requirements of the new law, the Board approved the January 2019 financial statement and related documents. In addition, the board also approved for monthly transfers of \$29, 422 from the operating to the reserve account which is in accordance with the association’s published 2019 budget.

**Committee Reports:**

Architectural –

- 528 Thain Way – The owner’s contractor submitted a hand sketch of the location of the wall which is being modified. The Board reviewed the sketch and approved the application for the bathroom remodeling project.

Landscaping –

- March landscape walk cancelled due to weather. The next walk is scheduled for April 5<sup>th</sup>.
- A large pine tree #232 in the pool area next to the property line fence with the Interdale HOA fell in the windstorm last week which was removed by Loral. Damage occurred to the property line fence and the owner’s arbor, gutter and skylights. The owner has submitted a claim to their personal insurance for repairs to their property. PML will be meeting with All Fence to obtain a cost for the fence repairs. The owner of the adjacent property wrote a letter to the board of directors expressing concern about the stability of the remaining large Pine tree next to the clubhouse and requested its removal. The Board agreed and asked PML to initiate the permit process with the city.
- Removal of Red Ironbark Eucalyptus trees – The tree removal permit has been submitted.
- Pool Area landscape upgrade – Some members of the landscape committee feel that selected Podocarpus trees in the pool area should be removed and a full re-landscaping of the area is not necessary. PML will obtain bids for the tree removals for board review at the next meeting.

Grounds – The Board discussed maintenance of light bulbs replacements to light fixtures located on exclusive use common areas, such as the patios and balconies. It was noted that technically the owner is responsible to replace the bulb, but the association can provide a bulb and/or help with the replacement if requested.

Pool/ Recreation – CP Mechanical inspected the clubhouse HVAC system and reported that it is in good condition.

Roofing – No report.

Adjacent Property – No report.

Manager’s report/Action List review – No additional information to provide.

**UNFINISHED BUSINESS**

**11.1 Dryer vent cleaning** – No report.

**2.1 2019 Annual Meeting of Members, candidate review** – The board accepted candidates Joel Davidson and Anton Nemychenkov who have agreed to run for election to the board at the upcoming annual meeting set for 4/24/19.

**2.2 Comcast Service Agreement renewal, 5/20/19** – It was reported that there has been no response from Cynthia Engstrom of Comcast. PML will contact Comcast and ask for an alternate representative to discuss the service agreement.

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

**2.4 Spa replacement options** – No report.

**2.5 Lift up garage door inspections** – No report.

**2.6 Installation of security cameras in the common area** –Maury Green reported that he is in the process of adding another camera which will be facing toward the driveway at the front door to the clubhouse. Maury is also working with Chris Grillone to develop a plan to install additional security cameras in the common area along Thain Way.

**NEW BUSINESS**

**3.1 Pest control service contract for ant abatement** – Dan Su with Pacific Pest Management has provided a cost of \$225 to spray the exterior of building 2 for ants, which PML has approved.

Dan recently left Terminix and started his own pest control business, Pacific Pest Management. The current contract with Terminix for ant spraying at buildings 3, 4, 7 and 9 is \$125/month. However, in reviewing the invoices it appears that Terminix has been charging \$78/month to spraying building 4 only at \$78/month. I have recently experienced issues with Terminix not adhering to contract at other HOAs and now it seems to be happening at Barron Square. Dan Su has offered to take on spraying all 5 buildings at \$135/month. Board discussion.

Ok to terminate Terminix and hire Dan for 6 months. What will Dan do to prove he’s been on site and performed the service?

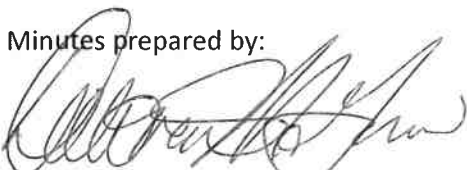
**PENDING ITEMS**

- *Clubhouse upgrade, research a new interior designer/general contractor* – PML to follow up with designer recommendations from other general contractors.
- *Noise concerns, 522 Thain* – Since the PRVs for each of the 4 units in the building have been replaced in early February, the owner has not heard any unusual noises until recently and the instances are intermittent.
- *Maintenance Matrix, Fine Structure and Election Procedure draft review, Noland Law* – The Board was tasked to review the draft documents and submit any questions to PML for submittal to the attorney.
- *561/559 Thain, State Farm insurance claim* – State Farm agreed to revise their report to reflect the contract estimate from AC Enterprises and issue a supplemental payment for \$11,598.42. The USAA insurance company for 561 Thain has assumed responsibility for reimbursing the association for the \$15,000 deductible.
- *Earthquake Insurance Renewal, 3/1/19 Walton & Associates* – Wendy at Walton & Associates advised the board that the ICAT underwriter made a building rating error and was not able to honor the original quote previously approved by the board. However, Walton & Associates has offered to cover the premium variance between ICAT and QBE (the association’s current carrier) to keep the policy with QBE and charge the annual premium at the previously quoted \$48,285 for a limit of insurance at \$36,261,960.

**ADJOURNMENT**

The next meeting was tentatively scheduled for May 15, 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 and legal issue at 9:43pm.

Minutes prepared by:



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

Attested by:



Irina Selvaretnam, Secretary  
Barron Square Homeowners Association