

BARRON SQUARE HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
August 21, 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 7:10pm. Board members in attendance were Joel Davidson, Richard Evans, Chris Grillone, and Anton Nemychenkov. Deborah McGraw represented PML Management and other homeowners attended.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. The next open board meeting was set for 9/11/19 at the association’s common room.

HOMEOWNER FORUM

Homeowners in attendance discussed parking enforcement, tree issues, general landscape maintenance and irrigation repairs.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Joel Davidson and seconded by Anton Nemychenkov the minutes of the 5/29/19 Board of Directors meeting were approved as submitted.

REPORTS

Treasurer – The Board reviewed the June 2019 financial report which is summarized below:

	Month	YTD Actual	YTD Budget	Variance	Total Budget
Total Revenue	55,760	336,571	328,146	8,425	656,301
Total Maint. & Repairs	8,605	72,013	62,412	9,601	124,822
Total Utilities	4,983	19,362	30,504	(11,142)	61,020
Total Admin. Expenses	9,744	60,018	58,704	1,314	117,390
Operating sub total	23,331	151,392	151,620	(228)	303,232
Total Reserve Expenses	2,523	31,752	428,058	(396,306)	856,130
Total Expenses	25,854	183,145	579,678	(396,533)	1,159,362
Total Assets		1,523,348			
Total Liabilities		97,271			
Total Fund Balances		1,426,077	1,162,673	est yr end	

Committee Reports:

Architectural – The Board reviewed the following:

- 4135 Thain – to replace the broken air conditioning compressor, approval letter sent 7/6/19 and final permit received.
- 553 Thain – to replace 4 patio sliding doors, approval letter sent 6/20/19
- 528 Thain – to remodel kitchen, replace carpeting with wood floor, remove popcorn ceilings, add recessed/track lighting. Approved by committee 6/20/19, approval letter sent 8/6/19.

Landscaping – The Board reviewed the following:

- July 12th Loral Landscape report

- Pool area Podocarpus tree debris – It was agreed that since the pool and surrounding deck is better maintained with the new pool service, this item will be tabled.
- Tasmanian Blue Gum Eucalyptus #123 – In an attempt to have Tree Management Experts (TME) perform the risk assessment from all sides of the tree, PML contacted the adjacent owner to schedule the inspection. The owner did not comply and instead had their attorney send a Cease and Desist demanding the association stop attempting to remove the tree. The Board agreed to have the association's attorney, Bill Garrett respond to the cease and desist requesting the adjacent owner provide access for the tree inspection to be completed or assume liability for its failure if/when that occurs.
- Red Iron Bark Eucalyptus tree removal – PML reported that the city of Palo Alto is requiring additional documentation for replacement tree types and location based on a 2/1 replacement for the 5 Eucalyptus trees. PML will work with Loral and TME to provide the required documents. The Board asked to have the landscape strip by the adjacent property considered as a location for the required replacement trees.
- Oak tree pruning - SP McClenahan is currently in the process of pruning the Oak trees.
- Pool area Pine tree #235 removal –The Board reviewed an inspection report from TME who reported that the tree is growing well but is structurally compromised. They recommend either of the two following options: Removal of the tree and replacement with another tree either in the same area or an alternate location; or cable the tree properly and prune for end weight reduction annually to minimize the load and risk of failure. The board asked for Loral to provide a cost for the pruning and cabling and will discuss further at the next meeting.
- Brisbane box tree #280 failure – Per an inspection report from TME it was found that the tree's roots may have been damaged by the nursery before it was installed which contributed to its decline and ultimate failure. Loral has agreed to install a new tree at no cost to the association, with TME inspecting the root ball upon removal. TME will also inspect the replacement tree before it is installed and afterward to make sure it has been planted properly.

Pool/ Recreation – The following bids from Hills Pool Service received and approved as follows:

- To install a new ORP Controller for the spa including 2 feeder pumps, and the chlorine/acid container at \$5,959.23 (Board approval via Exec Session)
- Repair leak on return line for spa \$245.44
- Clean both pool and spa filters \$410.90
- Replace heater flow control valve and de soot exchanger, clean burners etc. \$976.44
- Express Plumbing repaired a coupling on the garage roof solar equipment which came loose and caused a small leak.

Roofing – No report.

Adjacent Property – No report.

Manager's report/Action List review – The Board reviewed the current action list. It was noted that the owner at 522 Thain reported damages to a fascia board on the deck above which appears to have been chewed by rodents. A work order has been sent to Kilroy Pest Control to meet with the owner and investigate and Blue Sierra Construction was authorized to replace and paint the damaged board.

UNFINISHED BUSINESS

2.2 Comcast Service Agreement renewal, 5/20/19 – Richard Evans on behalf of the Board of Directors provided alternate indemnification language to the access agreement with Comcast. Comcast declined to accept the revised language; and therefore it was determined that the association will allow the existing agreement to lapse but still provide access to Comcast for maintenance of their wiring in the association’s common areas.

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

2.4 Spa replacement options, discussion – The Board reviewed a preliminary bid from Hills Pool Service for replacement of an in-ground plaster spa to replace the existing shell. PML was requested to obtain additional bids for board review.

2.5 Lift up garage door inspections – No report.

2.6 Installation of security cameras in the common area – No report.

5.1 Water leak at 564 Thain, deck replacement – The contract for the exterior deck replacement with AC Enterprises was approved a recent Executive Session. AC Enterprises will contact PML with a schedule. The board also reviewed a proposal from AC Enterprises to replace the exterior deck at 562 Thain based on a request from the owners who were concerned about cracks in their deck surface. Richard Evans made a motion to approve hiring AC Enterprises to replace the deck at 562 Thain with the same decking system as at 564 Thain. Joel Davidson seconded the motion, which was unanimously approved.

NEW BUSINESS

8.1 Clubhouse bathroom upgrade – No report.

8.2 2019 Auditor approval – The Board approved to hire CPA Marco Lara to perform the 2019 review and tax preparation.

8.3 Exterior Deck Inspections – The Board discussed a proposal received from Norris Consulting Services to inspect all exterior decks for maintenance. PML was requested to obtain additional bids for board review.

8.4 Garage Door Inspections – The board discussed a proposal received from AC Enterprises to inspect and provide a report of their findings. PML was requested to obtain additional bids.

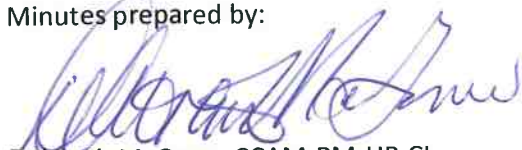
PENDING ITEMS

- Maintenance Matrix, Fine Structure and Election Procedure draft review, Noland Law – The board will consider dates to hold a separate meeting for this review.
- 561/559 Thain water damage, State Farm insurance claim – No report.
- Dryer vent cleaning – No report.

ADJOURNMENT

There being no other business to come before the Board the meeting was adjourned into Executive Session to discuss a legal issue at 9:16pm.

Minutes prepared by:



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

Attested by:



Anton Nemychenkov, Secretary
Barron Square Homeowners Association