

BARRON SQUARE HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
October 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 7:09pm. 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 11/20/19 at the association's Common Room. The fall gutter cleaning is set for 10/29 with Outdoor keepers.

HOMEOWNER FORUM

Homeowners in attendance discussed gutter cleaning, skylight cleaning, the mailbox vandalism and Pine tree pruning at the clubhouse.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Chris Grillone and seconded by Richard Evans the minutes of the 9/11/19 Board of Directors meeting were approved as submitted.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Total Budget
Total Revenue	56,684	449,537	437,528	12,009	656,301
Total Maint. & Repairs	18,795	98,615	83,216	15,399	124,822
Total Utilities	6,273	29,216	40,672	(11,456)	61,020
Total Admin. Expenses	9,341	78,992	78,272	720	117,390
Operating sub total	34,408	206,823	202,160	4,663	303,232
Total Reserve Expenses	0	32,431	570,744	(538,313)	856,130
Total Expenses	34,408	239,254	772,904	(533,650)	1,159,362
Total Assets		1,547,162			
Total Liabilities		64,228			
Total Fund Balances		1,482,934	1,162,673	est yr end	

Maintenance & Repairs is over budget due to unanticipated Large Tree Care expenses which are mostly inspections from TME and related tree work by Loral.

Committee Reports:

Architectural – The Architectural Control Committee (ACC) approved the owner of 553 Thain to replace current carpet and laminate flooring with engineered hardwood floor as follows:

Floor: Picasso Hickory

Color: Beige

Installation: Floating w/sound proof pad

The ACC also approved, with Chris Grillone abstaining from the vote, for the owner of 516 Thain to replace their windows with doubled paned glass, and espresso colored exterior frames.

Landscaping – The Board reviewed the following:

- October 11th landscape report from Loral Landscaping

- Eucalyptus tree removal – The Board approved the replanting proposal as prepared by Loral Landscaping per their estimate 2019-0932. PML will submit the plans to Scott McKay, City of Palo Alto for approval.
- Pool area Pine tree removal – The Board agreed to prune the large Pine tree next to the clubhouse and install cables as recommended by Loral. PML will request a separate proposal for approval.
- Landscape improvements – The board reviewed a proposal from Loral Landscaping to renovate the lawn along the street between buildings 2 and 3. It was agreed to request a revised proposal to incorporate the Pistache trees which may be installed (per the tree removal replanting plan) and schedule the work for 2020. The garage landscape upgrade at 502/504 Thain will be postponed to 2020.
- Brisbane box tree at 4131 Thain – The new tree has been installed by Loral with oversight by TME.

Pool/ Recreation – PML was requested to have Poco Solar winterize the solar panels.

Roofing – PML will obtain bids for flat and sloped roof maintenance to be done in Jan 2020.

Adjacent Property – No report.

Manager's report/Action List review – The Board reviewed the following:

- A current action list as of 10/12/19
- SB 323 – Common Interest Developments: Elections, effective 1/1/20 – PML reported that as of 10/12/19 a new law was approved by the Governor which will significantly change the association's Election Rules per Civil Code requirements. PML will request Alex Noland to provide a cost to redraft the proposed new Election Rules.

UNFINISHED BUSINESS

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

2.4 Spa replacement options, discussion – The Board reviewed a revised proposal for spa replacement options from Hill's Pool Service. Based on discussion, PML will contact Hills' Pool for clarification for further discussion at the next meeting.

2.5 Lift up garage door inspections – The Board approved for Alert Door to inspect both the door construction, motor and alignment for all garage doors.

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

8.1 Clubhouse bathroom upgrade – No report.

8.3 Exterior deck/balcony inspections – Norris Consulting was approved to inspect the 3 townhome decks at 550, 590 and 4170 with Anton Nemychenkov abstaining from the vote.

9.1 Draft 2020 Budget – The Board reviewed a draft budget as prepared by PML.

NEW BUSINESS

10.1 Discussion regarding an emergency generator for the clubhouse – Maury Green attended the meeting to discuss his request for the Association to purchase an emergency generator to be kept at the clubhouse to power lights and outlets. The Board requested Dr. Green to obtain a cost for a dual fuel generator.

10.2 Compromised mailbox kiosks - PML reported that both the service reports submitted by Laszlo and PML were apparently submitted to a wrong department within the Post Office consumer affairs department.

10.3 559/561, 582/584 Thain gas leak repairs – It was reported that Board President Richard Evans approved on an emergency basis to have 4 gas lines replaced by Express Plumbing at a cost of \$42,110 which has been completed.

10.4 528 Thain – attic damage inspection, AC Enterprises- PML reported that plywood roof substrate decay has been found above the laundry room. The dryer line pipe was clogged and didn't appear to be exiting the vent pipe which may have caused condensation as indicated by rust and water spots on the vent pipe. AC Enterprises will send a bid for a water test to be performed to determine the source of the damages.

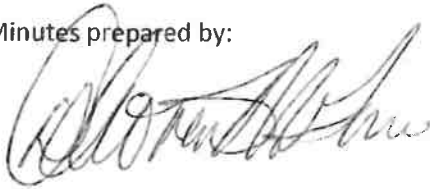
PENDING ITEMS

- *561/559 Thain water damage, State Farm insurance claim* – The project continues and should be completed by mid December. A supplemental payment of \$10,073.24 has been approved by State Farm for additional kitchen cabinet replacement expenses.
- *562/564 Thain exterior deck replacement, AC Enterprises* – Additional decay was found when the deck was removed at 564 Thain so change order #2 was approved at \$5,290. ACE and PML have discussed increasing the gap at the deck ledger to allow for water to flow into the gutter and alleviate the leaf debris build up. Deck color samples will be provided to the Board for review next week.

ADJOURNMENT

There being no other business to come before the Board the meeting was adjourned into Executive Session to discuss a legal issue at 9:56pm.

Minutes prepared by:



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

Attested by:

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Anton Nemychenkov
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Anton Nemychenkov, Secretary
Barron Square Homeowners Association