

BARRON SQUARE HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
November 13, 2019

ORDER

The Barron Square Board of Directors Meeting, which was held in the Association common room located at 4111 Thain Way in Palo Alto, was called to order at 7:00pm. Board members in attendance were Joel Davidson, Richard Evans, and Anton Nemychenkov. Director Chris Grillone was absent. Deborah McGraw represented PML Management and another homeowner attended.

AGENDA/CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. The next open board meeting was tentatively set for 1/15/20 in the association's Common Room.

HOMEOWNER FORUM

The owner of 528 Thain came to the meeting to discuss

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Joel Davidson and seconded by Richard Evans the minutes of the 10/16/19 Board of Directors meeting were approved as submitted.

EXECUTIVE SESSION DISCLOSURE

The Board of Directors met in Executive Session on 10/16/19 and approved a reimbursement request.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Total Budget
Total Revenue	56,662	506,199	492,219	13,980	656,301
Total Maint. & Repairs	20,409	119,024	93,618	25,406	124,822
Total Utilities	5,130	34,346	45,756	(11,410)	61,020
Total Admin. Expenses	10,388	89,380	88,056	1,324	117,390
Operating sub total	35,928	242,750	227,430	15,320	303,232
Total Reserve Expenses	5,959	38,390	642,087	(603,697)	856,130
Total Expenses	41,887	281,140	869,517	(588,377)	1,159,362
Total Assets		1,514,992			
Total Liabilities		17,282			
Total Fund Balances		1,497,710	1,162,673	est yr end	

Committee Reports:

Architectural – The owner of 528 Thain submitted a request to change the front door lock to a Baldwin spyglass single cylinder front door handle set in Venetian bronze which was approved by the Board.

Landscaping – The Board reviewed the following:

- Nov 8th landscape report as prepared by Loral Landscaping
- PML reported that Scott McKay, City of Palo Alto has not responded to emails or phone calls since July 2019. PML will contact his supervisor to follow up.
- The Board approved estimate 2019-0955 from Loral Landscaping to modify the irrigation along the Interdale side of Thain Way, across from building 1, to bring the irrigation up to grade since the tree roots have compromised the underground irrigation pipes.

Pool/ Recreation – PML reported that Poco Solar is scheduled to turn off the solar panels during their appointment scheduled for 11/25/19. The Board approved estimate 172519 from Hill’s Pool to replace the defective spa heater return header which was leaking through the heat exchanger.

Roofing – No report.

Adjacent Property – No report.

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

- A current PML action list
- Open work orders created since 10/1/19
- PML reported that their maintenance department has patched the shed roof for the winter but recommends replacement.
- Dryer vent cleaning – Based on information that not all owners clean their dryer vents every year and because there are clogged lint screens covering the dryer vent roof pipes which possibly poses a fire hazard, the Board approved for a one-time mandatory dryer vent cleaning to be performed at the association’s expense by The Vent Cleaner on 12/14 and 12/21. All lint screens will be removed when they are on site. The Board agreed to have an attorney prepare an amendment to the CC&Rs moving the maintenance responsibility of the dryer vent cleaning to the association, from the owner per CC&R section 6.10. The amendment is required to be passed by the membership.
- Website changes – Based on an email from Dr. Green the Board agreed to allow the website to use personal board member email addresses which will be obscured on the website, rather than pay for each Office365 email Director accounts.
- 542 Thain AC drain lines – PML reported that concrete was poured over the AC condensation drain lines on the side patio of 542 Thain facing the garages, blocking the proper flow of condensation from the pipes. The Board reviewed a proposal from AC Enterprises to saw cut and demo the concrete covering the drain lines, installing a gravel catch basin below to catch the water and coving the catch basin with a metal grate. Richard Evans made a motion to approve of the proposal provided that a competitive bid from IQV Construction is not received at a lower rate. Joel Davidson seconded the motion, which was unanimously approved.
- LED light bulbs – PML reported that many of the pagoda landscape light bulbs are starting to fail. It was determined that the bulbs were installed in 2014, and per Ford Lighting based on the hours used the failure is not unusual. After some discussion, it was agreed to have the pagoda light fixtures numbered so the association can keep track of the bulb failures.

UNFINISHED BUSINESS

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

2.4 Spa replacement options, discussion – No report.

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

8.1 Clubhouse bathroom upgrade – A bid has been requested from AC Enterprises.

9.1 Approve draft 2020 Budget – The board reviewed the draft 2020 budget which calls for an average increase of 7.07%. After much discussion, Richard Evans made a motion to approve of the draft budget. Joel Davidson seconded the motion which was unanimously approved.

10.2 Compromised mailbox kiosks – No report.

10.4 528 Thain – attic damage inspection, AC Enterprises – Based on the findings of AC Enterprises from the water test performed, Board reviewed a proposal for the roof deck repairs (including minor interior repairs from the water testing) as submitted by AC Enterprises. PML reported that in order to retain the 20-year manufacturer’s warranty, Carlisle Total Roofing Systems will need to re-inspect the completed roof repairs. After some discussion Richard Evans made a motion to approve the proposal from AC Enterprises, provided that a competitive bid from Frank Fiala Roofing is not submitted at a lower rate.

NEW BUSINESS

11.1 SB 323 – Common Interest Developments: Elections, effective 1/1/20 – Based on the requirements set by the new law, the board reviewed a draft of the association’s new Election Rules as prepared by Attorney Alex Noland. PML will provide feedback to Mr. Noland based on Board discussion. The Board will schedule an open meeting in December to review the final draft of the new Election Rules to be submitted to the membership for review and subsequent approval at the 1/15/2020 board meeting.

11.2 State Farm Insurance renewal, 1/1/2020 – The Board reviewed a proposal from State Farm Insurance for the association’s annual policy renewal with an annual premium of \$40,406, an increase of approximately \$10,000 from the 2019 renewal, which excludes the worker’s compensation policy which is currently being audited. State Farm reported that the increase in premium is mostly due to the recent water damage loss at 559/561 Thain. PML was requested to have the State Farm agent attend the 1/15/2020 board meeting for discussion.

PENDING ITEMS

- 561/559 Thain water damage, State Farm insurance claim – PML reported that the unit reconstruction continues with State Farm approving a change order for the walk-in closet shelving replacement.
- 562/564 Thain exterior deck replacement, AC Enterprises – PML reported that the deck replacements will be completed this week when a post construction inspection will be performed.
- Lift up garage door inspections – No report.
- Exterior deck/balcony inspections – Richard Norris notified PML that with the passing of SB326 structural engineers or architects are now required to perform balcony inspections. Mr. Norris visually inspected 4170 and 550 Thain and found no apparent indications of anything seriously wrong with the decks. It was noted that the owner of 590 Thain has covered their deck with a different material and therefore taken on the responsibility of maintenance/replacement, when the unit was remodeled a number of years ago with the Board’s approval. A revised proposal will be submitted by Mr. Norris to perform a more thorough inspection in collaboration with a structural engineer or architect.

ADJOURNMENT

There being no other business to come before the Board the meeting was adjourned into Executive Session to discuss a legal and personnel issue at 9:17pm.

Minutes prepared by:

Attested by:

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

Anton Nemychenkov, Secretary
Barron Square Homeowners Association