

**SUGARLOAF HOMEOWNERS ASSOCIATION**  
Minutes of the Annual Meeting of Members  
January 23, 2018

**WELCOME/CALL TO ORDER**

The meeting, which was held at the San Mateo Senior Center, located at 2645 Alameda de las Pulgas, in San Mateo, was called to order by President Bob Kiss at 6:05pm.

**INTRODUCTIONS**

The Board of Directors, PML Management and those homeowners present introduced themselves. There were 21 Association members present at the meeting, including Board members.

**PURPOSE**

The purpose of the meeting was to discuss and provide information regarding the following items: 1) Candidates for the three (3) Board of Directors positions up for election, 2) the association's Tax Reduction Resolution, and 3) the proposed HOA property leasing/rental restrictions.

**QUORUM**

Since the number of homeowners present at the meeting did not constitute a quorum, there were no Association decisions made at this meeting (none were planned).

**GUEST PRESENTATION**

Bob Kiss introduced guest speaker Melinda Martin, San Mateo Fire Inspector. Ms. Martin has worked with the association for a number of years and considers Sugarloaf a model for defensible fire pruning. She then gave a power point presentation regarding general fire safety. Ms. Martin then introduced Jenelle Masterson, City of San Mateo Emergency Preparedness Coordinator, and Sarah of Cal Fire. Ms. Masterson gave a presentation about personal emergency preparedness and Sarah provided an overview of the issues Cal Fire experienced in 2017, including the southern California and North Bay fires. There was a brief Q&A session after the presentation where topics were discussed such as tree trimming on owner property for a fire defensible space, and on the City's property in the Sugarloaf canyon.

**ASSOCIATION REPORTS**

**Treasurer** – Jack Albrecht briefly summarized the association's current financial situation. Mr. Albrecht stated that the association has been very diligent in maintaining the property and keeping the dues at the same level which the Board has accomplished by means of conservative spending.

**Landscape** – Miles Doohar introduced Jack Albrecht and Emile Nurisso as additional Landscape Committee members, with Mr. Doohar as the Chairman of the Committee. He then briefly discussed the following:

2017 completed projects:

- Low flow sprinkler heads were installed in various areas of the landscape maintained by the association;
- Completion of the last phase of Kielty tree management plan with 80 trees trimmed and 4 removed; and
- A new tree management report was approved by the Board and developed by Tree Management Experts.

2018 anticipated projects:

- Based on the report from TME, the first phase requires 11 trees to be removed and 2 for pruning, which is scheduled for April 2018;
- After which, the large Defensible Fire Space Pruning project will be the main project addressed in 2018

**Architectural** – Bob Kiss thanked Katie Flynn as a valued committee member. During the annual audit inspection, it was noted that the committee generally focuses on paint condition, garage door condition and painting, roofing condition, fence condition, landscaping and locations of satellite dishes. There were approximately 25-30 issues noted during the inspection and at this time, about 50% compliance has been obtained. The Board will consider options for requiring compliance which may include imposing fines on owners. Mr. Kiss also reminded the homeowners present that many of the association’s policies can be found on the association’s website at [www.sugarloafhoa.org](http://www.sugarloafhoa.org).

**Public Safety** – Bob Kiss encouraged homeowners to be aware of their surroundings and its natural wildlife, especially since this includes rattlesnakes and the occasional mountain lion. He also mentioned that the San Mateo Police Department considers Sugarloaf to be a low action area, meaning they don’t necessarily have a frequent or regular presence in the area.

### **BOARD ELECTIONS**

Bob Kiss reported that there are three Director Positions open for the Board, with three incumbent members running: Jack Albrecht, Miles Dooher, and Bob Kiss. Nominations were then requested from the floor. There being none, the nominations from the floor were closed. Mr. Kiss then stated that PML Management has been appointed as the Election Official to obtain the returned ballots for the association. As per the association’s Election Rules, nominations were closed at the end of the meeting and ballots were scheduled to be sent out within the following few days. Members were notified that they will have no less than 35 days to return their ballots for inclusion in the election.

### **TAX REDUCTION RESOLUTION**

Bob Kiss gave a brief description of the tax reduction resolution, which states as follows:

**WHEREAS** the Sugarloaf Homeowners Association is a nonprofit mutual benefit corporation; and

**WHEREAS** the corporation seeks to act in accordance with applicable IRS Revenue Rulings;

**RESOLVED**, that any surplus funds remaining in the Association’s budget at the end of the fiscal year shall be applied to the following year’s budget as provided for in IRS Revenue Ruling 70-604.

### **LEASE RESTRICTION AMENDMENT**

Bob Kiss stated that the Board has decided to revisit creating an amendment to the CC&Rs which would cap the total number of units allowed to be rented to not more than 10% of the homes in the community. It was emphasized that any such restrictions would NOT apply to any current owners as of the time of the amendment being approved. The restrictions would apply only to new owners taking ownership after the amendment approval. Existing owners would be grandfathered as long as they maintained ownership. The Board is working to clarify the language of the amendment and will submit the ballot packet to owners later in the year.

### **OPEN FORUM**

There was a brief discussion between the attending owners and the Board regarding the proposed rental restrictions amendment.

### **ADJOURNMENT**

Therefore, being no further business before the membership, the meeting was adjourned to the regular open board meeting at 7:51pm.

Respectfully Submitted,

Attested by,

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

Emile Nurisso, Secretary  
Sugarloaf HOA