

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Annual Meeting of Members

January 23, 2020

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 6:06pm.

INTRODUCTIONS

The Board of Directors, PML Management and those homeowners present introduced themselves. There were 14 Association members present at the meeting, including Board members Bob Kiss, Mitra Sadeghi, William Riley, Robina Ramm and Zaven Khachadourian. Guest speakers present were Bethany Lopez, Senior Engineer with the San Mateo Department of Public Works to discuss the Sugarloaf Traffic Action Plan, and Lieutenant Art Sanchez of the San Mateo Police Dept to discuss neighborhood awareness, security and numbers to call in the event of suspicious activity or emergency.

PURPOSE

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

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 Lieutenant Art Sanchez of the San Mateo Police dept. He came to introduce himself to homeowners as the community liaison for Area 2 (which includes the Sugarloaf HOA area) and what contact numbers to call in the event of an emergency verses non-emergency. Next, Bob Kiss introduced Bethany Lopez, Senior Engineer with the San Mateo Department of Public Works (DPW). Ms. Lopez reported that the Department of Public Works has drafted the Traffic Action Plan (TAP) for the Sugarloaf neighborhood based on neighborhood input and discussion with the Sugarloaf Traffic Safety Committee, and will move toward implementing it following a review by the San Mateo Sustainability and Infrastructure Committee. The plan includes beacons at the De Anza / Parkwood crosswalks, emergency vehicle approved speed reducers (cushions), signage, additional striping, and more. Homeowners were informed that a link to the Sugarloaf TAP can be found on the Sugarloaf HOA web site.

ASSOCIATION REPORTS

Treasurer – Zaven Khachadourian briefly summarized the association's current financial situation. Showing that the association was 112% funded at the end of 2019. It was noted that the annual dues were not increased since the association is financially stable. Owners present were reminded to submit payment of their annual dues no later than February 15, 2020.

Landscape – Zaven Khachadourian reported that the Cozzolino team continues with the regular cleaning and landscape maintenance, rotating areas on a weekly basis. The landscape committee performs tree and shrub surveillance for trimming maintenance, and shrubs are also in the queue for the annual firebreak work in the early summer.

Architectural – Bob Kiss reported that driveway pavers and solar panels are becoming more and more popular. The Board had no interest in denying these installations, but an Architectural request is required as with all exterior repairs, paint and alterations prior to scheduling and performing any work. The Board does have the right to institute policies and limits on the style, design, colors and layout in both areas.

SUGARLOAF HOMEOWNERS ASSOCIATION

With many new homeowners, we'd like to inform you that there is an annual exterior audit of the Sugarloaf Association homes conducted to help ensure property values are being maintained. During this annual audit, the committee generally focuses on paint condition, garage door condition and painting, roofing condition, fence condition, landscaping and locations of satellite dishes. Based on the information gathered during the annual audit, the Board will consider options for requiring compliance, which may include imposing fines on owners. Mr. Kiss also reminded the homeowners present that the association's policies can be found on the association's website at www.sugarloafhoa.org.

Public Safety – Guest speaker Art Sanchez spoke on this topic earlier in the meeting. Bob Kiss reported that there have been many sightings of coyotes, so beware if you have little children, dogs or cats. There are also snakes around Sugarloaf; rattlesnakes are amongst the species you will find in this area, take caution.

Mr. Kiss reminded owners that the visitor parking spaces on private streets are to be used for visitor parking only and not overflow parking from residences. The association will continue to address issues with HOA residents' abuse of these visitor parking spaces.

Side note - Sidewalk repairs in the front of your home are not the City's responsibility, but the homeowner's responsibility.

BOARD ELECTIONS

Mr. Kiss then presented the following candidates for the three available positions: Serguei Obeltchenko, Zaven Khachadourian (Incumbent), Robina Ramm (Incumbent), Bob Kiss (Incumbent). Nominations were then requested from the floor. There being none, the nominations from the floor were closed. Mr. Kiss then stated that the appointment of the Election Official will be done at the Board meeting immediately following this Annual meeting. 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 next couple weeks. Members present 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.

OPEN FORUM

The owners present did not have any additional items for discussion.

ADJOURNMENT

Therefore, being no further business before the membership, the meeting was adjourned at 7:20pm.

Respectfully Submitted,

Attested by,

Roberta Romer, CACM
PML Management Corporation

Bob Kiss, President
Sugarloaf HOA