

SUGARLOAF HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors' Meeting
December 18, 2007

ORDER

The meeting, which was held at the office of PML Management Corporation, was called to order by Bob Kiss at 5:375pm. Other directors present were Larry Connell, Miles Dooher, and Frank O'Neill. Director Mark Brosche was absent. Homeowner Chris Callegari was also present. Deborah McGraw represented PML Management.

OPEN FORUM

Chris Callegari, owner of 1505 De Anza, attended the meeting to discuss exterior painting issues with his home. Mr. Kiss updated the Board on some relevant background information including the fact that Mr. Callegari had approached the Architectural Control Committee (ACC) on two occasions in the past year to discuss painting his home in a color scheme not being one of the approved color schemes (original or 2002 schemes). The ACC informed Mr. Callegari that he was not approved to paint the home as proposed. The ACC has been discussing this topic with Mr. Callegari over the past year and invited Mr. Callegari to attend the Board Meeting.

Mr. Callegari discussed the fact that he has painted the entire trim of his home in white, which is outside of the approved color schemes and in direct contradiction to the response from the ACC. He requested the committee to reconsider approving his request. After some discussion, the Board asked Mr. Callegari if he would consider painting the window trim in the approved Frost color and painting the remaining trim in the approved color scheme (this approach is what the ACC previously provided to Mr. Callegari as a way to remediate his home). Mr. Callegari stated his reluctance to use the approved three color scheme. The Board asked Mr. Callegari if there was a time frame in which Mr. Callegari would consider repainting his home in an approved color scheme. Mr. Callegari replied that he considered 5 years to be an acceptable time frame to repaint, citing arguments about losing a significant portion of the value of his current paint job. The Board indicated to Mr. Callegari that they are interested in knowing what Mr. Callegari would commit to in writing regarding remediation of his out-of-compliance paint scheme. Mr. Callegari stated that he would consider their request. The Board stated that they will continue to discuss the issue at the January 2008 Board of Directors Meeting. No additional action was taken at this time.

AGENDA APPROVAL / CALENDAR REVIEW

Frank O'Neill made a motion to table Unfinished Business items, 8.1, 8.3, 11.2 and 12.3. In addition he requested to have item 12.3 be discussed as Board Member Candidacy Statement instead of Board Member Candidacy Resume. Bob Kiss amended the motion to table only item 8.1 and Executive Session. The motion was seconded, and approved by unanimous vote. The Calendar was then reviewed by the Board of Directors.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made, seconded, and passed by unanimous vote, the Board approved the November 19, 2007, Board of Directors Minutes as amended.

REPORTS

Treasurer – The Board reviewed the revised financial statement for the period ending 11/30/07 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	960	138,539	123,848	(14,691)
Total Maint. & Repairs	4,465	88,532	62,524	26,008
Total Utilities	(103)	13,560	9,899	3,661
Total Admin. Expenses	3,822	51,782	40,843	10,939
Total Reserve Expenses	0	1,953	0	1,953
Total Assets		236,636		
Total Liabilities		22,735		
Total Fund Balances		213,901		

Landscape – Committee Chairman Frank O’Neill submitted a brief report stating:

1662 De Anza	Owner wants the trees behind property trimmed	Lee has confirmed they are HOA trees – include in large tree pruning project (if necessary) ** Note HOA does not trim for view.
1645 De Anza	Owner wants a Pine tree removed behind their property	Lee has confirmed that the trees are HOA property – include in large tree pruning project – remove only if necessary due to the declining health of the tree.
3400 Cheryl	Owner cut branches off a tree in the common area and placed debris in common area	Lee removed the cuttings at no expense to HOA

Architectural Control Committee – The Board reviewed Architectural Approval letters. The following projects were approved since the last meeting:

Date Received	Address	Description of Work	Status
9/2007	1637 De Anza	Exterior Painting	Approval letter sent 12/14/07 (due to various correspondence)
11/12/07	1545 De Anza	Replacement of Windows	Approval letter sent 12/14/07
10/1/07	3520 Broadview	Exterior Painting	Pending approval of revised painting scheme, once received by the owner. Initial proposal denied due to non-approved painting scheme.
12/12/07	1853 Parkwood	Replacement of exterior deck	Pending approval by ACC

Nominating Committee – Larry Connell stated that the following individuals have indicated interest to run for election to the Board of Directors at the upcoming Annual Meeting, where three director positions are up for election:

Bob Kiss, Incumbent

Miles Dooher, Incumbent

Frank O’Neill, Incumbent

UNFINISHED BUSINESS

3.1 Restatement of the Governing Documents – Bob Kiss stated that revisions to the governing documents have been completed and are ready to be presented to the membership in the Annual Meeting packet.

At this time, Frank O’Neill left the meeting.

8.1 Large Tree Pruning – Tabled.

8.3 Irrigation System – Miles Dooher presented a report prepared by J. Cozzolino Landscape Services which identified various irrigation repairs, a controller which is functional but recommended to be replaced due to age, and a controller which has 9 stations which are not currently working. The total cost to make the irrigation repairs, optionally replace the controller, and locate and repair the presumed broken irrigation wires on the controller with non-functioning stations was quoted by Cozzolino as not to exceed \$4,058. On a motion duly made and seconded, the Board unanimously approved of the proposal. Since Frank O'Neill, landscape chair, had already left the meeting, the Board agreed to provide a copy of the report and quotation for his review and comment within one week.

9.2 2008 Annual Meeting – Bob Kiss reported that the Association can mail the informational meeting packet to all owners no later than 1/11/08. The ballots will be mailed the day after the annual meeting in order to allow closure of the balloting and counting of the votes by the February 2008 Board Meeting (assuming enough votes are received by that time). PML reported that the Annual meeting is scheduled to be held at the San Mateo Senior Center on 1/22/08.

11.2 Landscape Contract Review – Tabled pending further review by the Board.

NEW BUSINESS

12.1 Car Burglaries – The Board discussed recent break-ins to vehicles at Sugarloaf HOA. No action was taken.

12.2 Commercial Vehicles – The Board discussed the fact that there are commercial vehicles parking overnight and for multiple days on Parkwood Drive. It was pointed out that the Association's rules regarding restrictions of commercial vehicles do not apply to City streets, only to the private streets within the development.

12.3 Board Member Candidacy Statement – The Board reviewed a request from a homeowner at Sugarloaf to require potential candidates to state their current employment, age and marital status. The Board discussed and decided that such requirements are inappropriate and could be seen as discriminatory. The Association has asked potential candidates to provide a brief biography and description of any assets as a board member they feel they would bring to the Association. PML has a one page form that is provided to potential candidates should they wish to use it in preparing their candidacy statement.

12.4 Association Insurance Renewal – The Board reviewed a proposal from Bay Area Insurance for renewal of the Association's master insurance policy. The annual premium was stated at \$7,073, an increase of \$12 from last year. On a motion duly made, and seconded, the Board unanimously approved of the renewal.

12.5 Fire Break Concerns – The Board of Directors reviewed information provided by the owner of 1834 Parkwood. The owner has concerns regarding the boundaries for firebreak efforts in the canyons bordering our development. Larry Connell volunteered to meet with the owner in order to better understand his concerns.

PENDING ITEMS

Association Website – Bob Kiss reported that the site is still in progress and is targeted to be completed by the end of December 2007 or early January 2008.

ADJOURNMENT

There being no further business, the Meeting was adjourned at 7:31pm.

Respectfully submitted,

Deborah McGraw, CCAM
PML Management Corporation