

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors' Meeting

Tuesday, July 24, 2007

ORDER

The Meeting, which was held at the office of PML Management Corporation, was called to order by President Frank O'Neill at 5:47pm. Other Directors present were Larry Connell, Miles Dooher. Bob Kiss and Mark Broche attended later in the meeting. Deborah McGraw represented PML Management.

AGENDA APPROVAL/CALENDAR REVIEW

The Agenda and Calendar were approved as amended.

OPEN FORUM

The owner of 1624 Toyon Court attended the meeting to discuss trimming common area trees from behind the association's homes, in the open space, in order to create a defensible space according to the San Mateo Fire Department. After some discussion, PML recommended obtaining bids from licensed tree care companies for the pruning of the trees in the Association's common area by preparing the specifications and meeting with the bidders.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made, seconded, and passed by unanimous vote, the Board approved the June 26, 2007, Board of Directors Minutes as corrected.

REPORTS

Treasurer – Larry Connell stated that he has met with Greg Fox to discuss how the accounting process is done and also to identifying and reclassifying payables paid prior to PML managing the account. Due to the incomplete information received from Franciscan for the prior owner account balances, PML was requested to contact First Bank in order to receive the lock box information for the dues amounts paid from January to June, 2007. Larry then reviewed the financial statement for the period ending 6/20/07 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	0	123,848	123,848	0
Total Maint. & Repairs	6,575	53,318	34,104	19,214
Total Utilities	2,298	6,971	5,394	1,577
Total Admin. Expenses	3,531	30,980	22,278	8,702
Total Reserve Expenses	0	400	8,244	(7,844)
Total Assets		369,533		
Total Liabilities		25,296		
Total Fund Balances		344,237		

Landscape Committee – Frank O'Neill stated that he has met with Lee's Gardening Service in order to avoid excessive water run off by re-adjusting the sprinklers on De Anza to come on at two separate times during the night and day. PML Management will also contact Lee to discuss minor landscaping and irrigation complaints received from various homeowners.

Public Safety/Parking – The Board requested PML to research the governing documents for a clarification of the Association's commercial vehicle policy and to email the information to the Board prior to the next Board Meeting. In addition, Miles Dooher reported that John Garvic has reviewed the Association's parking violation letter and will provide a revised copy to PML who will incorporate his comments into the draft letter.

Architectural Committee – Bob Kiss stated that the following Architectural Requests had been received and approved:

Date of Request	Address	Details	Status
5/29/07	1621 De Anza	To replace the windows	Approval letter sent 7/19/07
6/28/07	1664 Toyon Court	To paint the exterior of the home	Approval letter sent 7/19/07

Bob Kiss requested PML to provide Architectural requests to the Committee within two business days of their receipt. Bob then reported that the External Audit letters were mailed by PML. It was agreed that all owner responses would be directed to Bob in order to be noted on the original inspection list.

The Board then reviewed the revised Architectural Request Form and Exterior Painting Guidelines, presented by Bob Kiss, which include instructions for addressing the white vinyl window sash and white vinyl sliding doors. After some discussion, a motion was made, seconded, and unanimously approved to implement the new request form and guidelines as submitted.

UNFINISHED BUSINESS

3.1 Restatement of Governing Documents – Miles Dooher stated that he has spoken with Attorney John Garvic who has provide a final draft of the Bylaws for the Board to review and discuss at the next Board Meeting. A copy of the final draft of the CC&R's will be obtained from John Garvic and provided via email to the Board for their review.

3.3 Website – Bob Kiss reported that he has contact Mary Beth Wilson and confirmed that the cost to set up the Association's website would be \$1,200 and the fee for annual maintenance would be \$180 per year. Bob also stated that he has researched additional website design companies specifically geared toward homeowners association and would recommend Mary Beth Wilson's contract for approval. Bob then stated that he would bring an example of what the Sugarloaf website would look like to the next Board Meeting.

NEW BUSINESS

7.1 1412 De Anza Fire Break Concerns – PML was requested to contact the owners of 1412 De Anza and explain that the Association is in the process of obtaining competitive bids for large tree pruning from licensed tree companies.

PENDING ITEMS

Comcast Contract – PML reported that John Garvic has stated that the amended agreement had been sent to Richard Brooks, with Comcast, on April 12th. No reply has been made to the association or John Garvic in response to the amended contract. After some discussion, the Board agreed to remove this item from the Agenda.

Denali – Frank O'Neill stated that he prepared a letter, which detailed the Sugarloaf Board's intention to come to an equitable settlement, to the Denali Homeowners Association Board of Directors and hand delivered it to the three directors' homes at Denali. Due to the lack of response from any of the Denali Board members, Larry Connell offered to create a chronology of the over-all Tennis Court issue between the two associations.

ADJOURNMENT

The next regular Meeting of the Board of Directors was scheduled for Tuesday, August 28, 2007, at 5:30pm in the office of PML Management. There being no further business before the Board, the Meeting was adjourned at 7:52pm.

Respectfully submitted,

Deborah McGraw, CCAM
PML Management Corporation