

SUGARLOAF HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors' Meeting
Tuesday, June 26, 2007

OPEN FORUM

The owners of 3509 Broadview attended the Meeting to request permission to remove three declining Monterey Cypress trees. After some discussion, a motion was made to approve the request provided that a licensed contractor performs the work and all debris is removed from the site. The motion was seconded and unanimously approved.

ORDER

The Meeting, which was held at the office of PML Management Corporation, was called to order by President Frank O'Neill at 5:44pm. Other Directors present were Larry Connell, Miles Dooher, and Bob Kiss. Mark Broche attended later in the Meeting. Deborah McGraw and Greg Fox represented PML Management.

AGENDA APPROVAL/CALENDAR REVIEW

The Agenda and Calendar were approved as submitted.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made, seconded, and passed by unanimous vote, the Board approved the May 8, 2007, Board of Directors Minutes as corrected.

REPORTS

Treasurer – Larry Connell stated that the Association is currently paying their bills from the First Bank account. Greg Fox reviewed the draft financial statement for the period ending 5/31/07. Larry Connell stated that he will work with Greg to determine if any reclassification will be necessary. In future, the Board requested to receive copies of bank statements with the financial statements.

Landscape Committee – The Board reviewed and approved a proposal from Lee's Gardening Service to trim the trees from the back yard of 3413 Douglas Court at a cost of \$825. In addition, Lee's Gardening Service was requested to remove the landscape debris left in the common area from the owners at 1633 Toyon and to check the irrigation system for a broken pipe at 1633 Toyon. PML also stated that the clearance pruning for the fire break had been completed.

Public Safety/Parking – The Board requested PML to send letters to owners who violate the visitor parking rules as necessary.

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

- 3513 Broadview Court – to paint the exterior of their home in scheme E
- 3401 Cheryl Court – to install a standard DirecTV satellite dish
- 1916 Parkwood – to paint the exterior of their home in scheme C
- 1660 Toyon – to install a skylight over the kitchen

PML was requested to send the request from 1621 De Anza to replace their windows to the Architectural Committee via email.

Katie Flynn, Architectural Committee member, attended the Meeting to discuss the information provided by the color consultant, Bob Buckter. Katie stated that the committee has discussed the need to incorporate white window frames with the existing exterior paint color styles. It was determined that the Architectural Control Committee will work directly with homeowners who desire to change their windows to a white frame considering they will need to repaint the adjacent window trim. At this time, a motion was made to adjust the color chart to include the paint color frost to accommodate white window frames. The motion was seconded and unanimously approved by the Board. The Architectural Control Committee will update the Architectural Request Form and Exterior Painting Guidelines in order to coincide with the new paint color, and provide a copy to the Board at its next meeting for review and approval.

Bob Kiss stated that the annual external audit has been completed and a report provided to PML in order for letters to be prepared. PML was requested to deliver the draft external audit letters to Bob for review before being sent to the owners.

UNFINISHED BUSINESS

3.1 Restatement of Governing Documents – Miles Dooher stated that he has spoken with Attorney John Garvic who will provide draft documents for review at the next Board Meeting.

3.3 Website – The Board reviewed a proposal from Mary Beth Wilson Consulting Services for design and maintenance of a Sugarloaf Homeowners Association website. Bob Kiss offered to contact Mary Beth and also requested PML to obtain a competitive website design and maintenance proposal for review at the next Board Meeting.

5.2 2006 Audit – The Board stated that the 2006 Audit had been previously approved. PML stated that the approved Audit will be mailed to all owners.

5.3 Community Safety Services – The Board discussed the proposal submitted by Community Safety Services to re-stripe the visitor parking areas and repaint the curb house numbers. It was determined that individual owners are responsible to paint their own curb house numbers and the visitor parking striping is in good condition at this time. Therefore the item was removed from the Agenda.

NEW BUSINESS

6.1 Towing Regulations – The Board reviewed the towing procedures dictated by the California Vehicle Code Section 22658 and an example of the required signs which would be posted at all the visitor parking areas on the Association's private streets. It was determined that the new regulation area so restrictive that it creates a difficulty in enforcing the policy. The Board agreed to continue using the existing signage and decided to send letters to those owners abusing the visitor parking.

6.2 Monthly Newsletter – Bob Kiss stated that he would like PML to be more timely in sending out the monthly newsletter. It was agreed that all items to be included in the newsletter would be given to PML no later than the 8th day of the month in order for the newsletter to be mailed to all owners no later than the 15th of the month.

6.3 Meeting Minutes – After some discussion, it was agreed that PML would distribute draft minutes for review to the Board 1 week following the Meeting.

PENDING ITEMS

Comcast Contract – It was discussed that John Garvic had sent a copy of the revised contract to the Board in April 2007. PML was requested to locate the contract in the documents received from Miles Dooher.

Denali – Frank O'Neill stated that he had briefly spoken with the President of Denali who was told by Franciscan Property Management that the Sugarloaf HOA had denied their obligation to pay for use of the Tennis Courts. Larry Connell stated that the previous invoice from Denali did not show any formal documentation to legitimize the cost, which is why it was not paid. Larry Connell and Frank O'Neill agreed to arrange a meeting with the President of Denali, Angela Castro, to discuss a payment agreement with the Denali HOA. A letter will be drafted by Frank O'Neill and PML, reiterating the Association's desire to meet and resolve the issue.

ADJOURNMENT

The next regular Board of Directors Meeting was scheduled for Tuesday, July 24, 2007, at 5:30pm in the office of PML Management. There being no further business before the Board, the Meeting was adjourned at 7:45pm.

Respectfully submitted,

Deborah McGraw, CCAM
PML Management Corporation