

## **SUGARLOAF HOMEOWNERS ASSOCIATION**

Minutes of the Board of Directors' Meeting

Tuesday, May 8, 2007

### **OPEN FORUM**

- The owner of 3413 Leafwood attended the meeting in order to discuss a problem with the sprinklers behind her home not turning on regularly. Frank O'Neill stated that there had been a ruptured pipe which was recently fixed and a new irrigation timer installed which needs to be set. PML will follow up with Lee's Gardening.
- The owner of 1673 Sugarloaf attended the meeting to discuss visitor parking on Sugarloaf Drive. Apparently there are other owners using the visitor spaces on a regular basis.
- The owner of 3517 Broadview attended the meeting to present a Landscape Application for pruning the Oak trees behind their home in the common area. The Board reviewed the request and on a motion duly made and seconded, the request was unanimously approved provided that the contractor's Workman's Compensation insurance information is received, the trees are not topped, and a maximum limit of 25% of the tree's canopy is removed. PML was requested to contact Lee's Gardening Services to determine if the wood chips should be left on site to be spread underneath the existing trees.

### **ORDER**

The Meeting, which was held at the office of PML Management Corporation, was called to order by President Frank O'Neill at 5:42pm. Other Directors present were Mark Brosche, Larry Connell, Miles Dooher, and Bob Kiss. Deborah McGraw 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 March 29, 2007 Board of Director Minutes as submitted.

### **REPORTS**

*Treasurer* – Larry Connell stated that the association has approximately \$90,000 in their operating account with First Bank. Larry made a motion to move \$80,000 to the Association's new US Bank operating account, leaving \$10,000 for any outstanding bills. The other \$20,000 First Bank operating account will be moved into the Association's Money Market account with US Bank. The motion was seconded and unanimously approved. Larry then stated that there are two Association reserve accounts with Franklin in a 3 month CD and a 6 month CD. The outstanding check of 3/31/07 to Franciscan Property Management is valid, but the remaining checks provided by Franciscan are too old to be negotiated. Mark Brosche stated that he will visit First Bank to put a stop payment on the 2 duplicate checks.

*Landscape Committee* – Frank O'Neill stated that a meeting was held at his house where PML Management met with Lee's Gardening Service to become familiar with the Association's common areas.

*Public Safety* – It was reported that some owners are experiencing problems with coyotes. PML stated that the owners are being requested to contact the City of San Mateo since the coyotes appear to be coming from City property.

*Architectural Committee* – Bob Kiss reported that various owner have painted their homes in the non-approved colors. Bob will discuss this with Bob Buckter, the Association's color consultant and will also obtain a cost from Bob Buckter to modify the color chart to include the white window frames. Bob Kiss then stated that the exterior audit of the Association's homes has been completed and that 53 infractions have been noted. PML was requested to send letters to those homes with infractions. The Board then

reviewed the following Architectural Applications which had been approved by the committee:  
1660 Toyon Court – to paint the exterior of their home  
1924 Parkwood Drive – to replace the exterior windows and back door, as well as paint the window frame and exterior of their home  
3409 Leafwood Court – to replace their windows

### **UNFINISHED BUSINESS**

3.1 Restatement of the Governing Documents – Miles Dooher stated that he is communicating with Attorney, John Garvic and should have a draft of the documents with in 2-3 weeks.

3.2 Appointment of Officers – On a motion duly made, seconded and unanimously approved, the following officers were appointed to the Board:

President	Frank O'Neill
Vice President	Bob Kiss
Treasurer	Larry Connell
Secretary	Miles Dooher
Director	Mark Brosche

3.3 Website – PML was requested to provide their recommendations for a company to set up an Association website.

### **NEW BUSINESS**

5.1 Parking – The Board reviewed a draft letter which PML would send to owners violating the association's parking rules. PML was also requested to provide the most recent towing regulations at the next Board Meeting.

5.2 2006 Audit – Larry Connell stated that Karen Hann has finished the Association's 2006 Audit.

5.3 Community Safety Services – tabled to the June Board Meeting.

### **PENDING ITEMS**

- Comcast Contract – The Board reviewed correspondence from Attorney John Garvic which stated that he has reviewed the second addition of the proposed Comcast Agreement and would provide a clean version of his recommendations.
- Denali HOA – The Board discussed the agreement between the Denali HOA and Sugarloaf HOA for the use of the tennis courts located on Denali property. Frank O'Neill and Larry Connell agreed to meet with the President of the Denali HOA in order to discuss shared expenses for the tennis court area. The Board reviewed documentation provided by Franciscan Property Management showing that the last payment Sugarloaf made to Denali was \$2,148.89 on 6/7/01.

### **ADJOURNMENT**

The next regular Board of Directors Meeting was scheduled for Tuesday, June 26, 2007, at 5:30pm in the office of PML Management. There being no further business before the Board, the Meeting was adjourned at 7:50pm.

Respectfully submitted,

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Deborah McGraw, CCAM  
PML Management Corporation