

**SUGARLOAF HOMEOWNERS ASSOCIATION**

Minutes of the Board of Directors' Meeting

Monday, November 19, 2007

**ORDER**

The meeting, which was held at the office of PML Management Corporation, was called to order by Bob Kiss at 5:45pm. Other directors present were Larry Connell, Miles Dooher, Frank O'Neill and Mark Brosche. Homeowner Andy Ames, Lee of Lee's Gardening Service and John Garvic from the Law Offices of John Garvic were also present. Sabrina Davis and Greg Fox represented PML Management.

**OPEN FORUM**

No issues were brought by homeowners to the board for open forum.

**AGENDA APPROVAL / CALENDAR REVIEW**

The Agenda and Calendar were approved as amended.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made, seconded, and passed by unanimous vote, the Board approved the October 23, 2007, Board of Directors Minutes as amended.

**REPORTS**

**Treasurer** – The Board reviewed the revised financial statement for the period ending 10/31/07 as follows:

|                        | Month | Y-T-D   | Budget  | Variance |
|------------------------|-------|---------|---------|----------|
| Total Revenue          | 1,055 | 137,579 | 123,848 | 13,731   |
| Total Maint. & Repairs | 325   | 84,067  | 56,840  | 6,935    |
| Total Landscape        | 0     | 0       | 0       | 9,939    |
| Total Utilities        | 1,343 | 13,663  | 8,990   | 4,673    |
| Total Admin. Expenses  | 2,555 | 47,961  | 37,130  | 10,831   |
| Total Reserve Expenses | 0     | 1,953   | 0       | 1,953    |
| Total Expenses         | 4,223 | 147,644 | 102,960 | 34,331   |
| Total Assets           |       | 246,518 |         |          |
| Total Liabilities      |       | 25,203  |         |          |
| Total Fund Balances    |       | 221,315 |         |          |

**REPORTS**

**Landscape** – A brief report on this background of the landscape maintenance was given by Frank O'Neill. He reported that Lee's Gardening Service provides around 200 man hours per month per contract and has been a tremendous improvement compared to previous contractors. Owner Andy Ames requested background information from Lee on how his company works on the property and what day are they on the property as he has not seen them frequently. Lee reported that he has three employees working on the property under his direct supervision and they start from De Anza and work their way up through the property, performing a 100% sweep for problem observations and performing maintenance work on ¼ of the property, on their service date on Monday and sometimes on Saturday. Mark Brosche and Larry Connell reported that their experiences with Lee's Gardening Service have been very positive. The Board requested that PML provide a Landscape Maintenance Calendar (work plan) to the Board. There was some discussion about whether Lee's service had accurate maps showing all easement properties. Lee indicated that he did not have such a map. Lee was asked about the outcome of the most recent irrigation system check. He indicated that the irrigation reports are filed with PML. The Board asked PML to provide a copy of the most recent irrigation system check report from Lee's Gardening.

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

1. 3409 Douglas Court – approved to replace windows with Anderson canvas color.
2. 1662 De Anza Blvd. – approved to install a skylight and replace several windows per existing style and color.

3. 1637 De Anza Blvd. – approved to paint exterior in existing colors (Oxford Brown trim, Doeskin stucco).
4. 1657 Toyon Court – approved to paint exterior in existing colors (El Dorado Tan trim, Doeskin stucco, Navajo White for garage door panels and wood panel above garage).

### **UNFINISHED BUSINESS**

**3.1 Restatement of the Governing Documents** – Mr. Garvic gave a brief overview of his ongoing efforts to revise the Association’s Bylaws and CC&R’s to ensure compliance with recent updates in the law. He stated that changes to the complete documents must be approved by the Association as a whole, whereas Amendments to the documents can often be approved by the Board of Directors. Mr. Garvic also stated that, once the documents are approved, he notifies the Tax Board. Mr. Garvic provided the Board with copies of the restated documents for review and requested to review the explanation draft letter for the governing documents vote before mailing the letter to the homeowners. It was also noted that the final date for any questions from the Board for the documents must be submitted no later than December 1<sup>st</sup> for the Bylaws and no later than December 14<sup>th</sup>, 2007, for the CC&Rs. This timing will ensure that the revised documents will be available for distribution to the Association members in January for the Annual Meeting.

**3.3 Website** – Mr. Kiss provided the Board with a website demo page for review.

**8.1 Large Tree Pruning** – Item has been tabled pending report from City Arborist.

**8.3 Irrigation System** – Item has been tabled pending report of irrigation system from Jim Cozzolino.

**9.1 2008 Budget** – Mr. Connell reviewed the 2008 Budget numbers with the Board. On a motion duly made and seconded, the Board approved the 2008 Budget with a 14% increase in dues (annual assessment), of which \$590 is to cover operating expenses and \$36 is to cover reserve expenses.

**9.2 2008 Annual Meeting** – Mr. Garvic overviewed the procedures for the Annual Meeting with respect to the director’s election, such as, when to mail out the ballots, when to count and report the results to the owners, as well as the voting on the revised governing documents. The Board thanked Mr. Garvic for attending the meeting and clarifying the required procedures. The Board also discussed location for the meeting since the PML conference room is not large enough for an owners meeting. Greg Fox was actioned to inquire into the availability of St. Gregory’s Church. Frank O’Neill and Larry Connell volunteered to look into potential availability of 1700 De Anza or the De Anza fire station (where voting takes place).

### **NEW BUSINESS**

**11.1 Appoint Nominating Committee** – On a motion duly made and seconded, Larry Connell, Mark Brosche and Brent Matheny have been appointed as the Nominating Committee.

**11.2 Landscape Contract Review** – Action on this item has been tabled pending information from Lee’s Gardening Service and PML. Board members were actioned to continue reviewing the contract draft to be prepared to provide recommended edits at the next Board meeting.

**11.3 Appoint Auditor** – On a motion duly made and seconded, the Board Approved Karen Hahn to prepare the 2007 Audit.

### **PENDING ITEMS**

**Reserve Study** – The Board reviewed the brief Reserve Study provided by Trower, no further action was taken.

### **CORRESPONDENCE REVIEW**

### **ADJOURNMENT**

There being no further business, the Meeting was adjourned at 8:25pm.

Respectfully submitted,

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Sabrina Davis  
PML Management Corp.