

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

August 26, 2008

ORDER

The Meeting, which was held in the office of PML Management Corporation, was called to order at 5:45pm by President Bob Kiss. Other Board Members in attendance were Mark Brosche, Larry Connell, Jack Albrecht, and Miles Dooher. Deborah McGraw represented PML Management Corporation.

OPEN FORUM

There were no owners present to discuss items under Open Forum.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the Minutes of the July 29, 2008, Board of Directors Meeting were approved as submitted.

REPORTS

Treasurer – Larry Connell reported on the financial statement for the period ending 7/31/08 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	525	145,844	75,054	(70,790)
Total Maint. & Repairs	6,283	29,070	43,701	(14,631)
Total Utilities	1,717	6,720	8,344	(1,624)
Total Admin. Expenses	2,208	24,028	25,501	(1,473)
Total Reserve Expenses	19,960	24,333	7,399	16,934
Total Assets		267,061		
Total Liabilities		23,700		
Total Fund Balances		243,361		

Larry Connell stated that he is monitoring the Association's current cash flow in order to determine the required funds necessary to get through the rest of the year. Additional funds would be placed into CD accounts. Mark Brosche explained that he would recommend the Board look into Bank of America for purchasing CD accounts. Larry then stated that he is still waiting to receive the cash flow report from Greg Fox, and also noted that there were no bank statements attached to the July financial statement. PML will remind their accounting department that the bank statements need to be included every month. PML was then requested to send the 90-day delinquency letters to the two owners, who are delinquent in their Association dues payments, to the Board for review. Larry Connell then mentioned that he has confirmed with Attorney John Garvic that the 2007 Audit is required to be mailed to all owners. The Board agreed to mail the audit along with the September Newsletter.

Landscape Committee – Miles Dooher reported on the notes from the August 5, 2008, landscape walkthrough. Bob Kiss requested PML to include identification of the site area covered during each walkthrough in the official report. Miles asked PML to contact him via email in order to change the September meeting date, since it falls the day after the Labor Day Holiday. Regarding the exterior condition of 3401 Leafwood, Miles agreed to continue to follow up with the City of San Mateo code enforcement department and PML will follow up with the owner's real estate agent to determine the status of the sale of the property.

Architectural Control Committee – Bob Kiss reviewed the following projects which were approved since the last meeting:

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
7/26/08	1913 Parkwood	To replace the deck with paver stones in the backyard	Approval letter sent 8/18/08
8/7/08	3408 Douglas	To trim and lace the branches of three Oak trees along the ridge line behind 1420 De Anza for view restoration. Work paid for by 3408 owner.	Approval letter sent 8/18/08
8/10/08	1821 Parkwood	remove and replace existing deck	Approved by Committee 8/18/08

Bob then stated that a letter had been sent to 1505 De Anza inviting the owner to a "Meet and Confer" regarding the unapproved exterior painting of their home. The Board then reviewed a letter from 1404 De Anza stating that they had received the Exterior Audit letter inquiring about an apparent unauthorized painting in unapproved colors. The owners stated they had not repainted the home. Bob Kiss stated that he will review the correspondence and follow up with PML regarding next steps to resolve the situation. Bob then mentioned that the Architectural Committee is preparing an updated Architectural Request form. Proposed changes will be presented for Board approval at the next Board meeting.

UNFINISHED BUSINESS

Large Tree Pruning/Fire Break – Miles Doohar stated that he has received a letter from Fire Inspector, Tom Ames, stating that he has walked the Association's "common area" and found that the Defensible Space requirements have generally been met with the exception of the area between De Anza Blvd. and Cherrywood Drive. In this area, some work has been completed with the remainder of the work to be completed in Phase II of the Defensible Space Program for 2009, per previous agreement between SHOA and Tom Ames. Miles was happy to announce that the required tree pruning for the 2008 Defensible Space Program was completed within budget. Miles then made a motion to have Advanced Tree Care be the vendor of record to use for all tree pruning projects under \$2,500. The motion was seconded by Larry Connell and unanimously approved by the Board. Miles then reported that Tom Ames and Robert Weatherill, of Advanced Tree Care, will be meeting soon to determine the specifications for the 2009 Phase II Defensible Space requirements. Miles stated that he will write a letter to Tom Ames thanking him for his involvement with the fire break project. Miles also stated that the Fire Chief, Daniel Belville, has not yet responded to the Association's inquiry as to the San Mateo City Open Space area where there is an issue of possible overlapping areas of fire maintenance responsibility. Per previous Board discussion, the Board would follow up with Chief Belville once 60 days had elapsed since the late July meeting with the city. This topic will be assessed for necessary next steps at the September Board meeting. PML then reported that the owner of 3400 Cheryl has requested to have the Oak tree, located on Association common area, pruned because it hangs over their backyard too much. The Board requested PML to contact the owners to notify them that the tree was not required to be pruned as a part of the fire break work and, if they still desire to have the tree pruned, this would be at their own expense. The Board would also require that any such work be conducted under the supervision of an arborist and by a firm approved by the Board.

Member Privacy & Electronic Communications – PML reported that many of the homeowners have responded to the Board's recent mailing, and will submit a report to the Board via email at the next meeting.

Property Manager Contract Renewal – Bob Kiss requested PML to send the missing section of the proposed new management contract to the Board via email.

Painting of Address Numbers on Curbs – Larry Connell stated that is waiting to receive bids for painting of the house numbers on the curbs.

NEW BUSINESS

Review of Draft 2009 Budget– PML presented the first draft of the 2009 Budget. Larry Connell stated that he will contact Trower for an annual accounting update for the reserve portion of the budget.

Governing Documents – Inclusion of Easement Descriptions – Bob Kiss stated that he and Miles Doohar noticed that the revised CC&R's document does not include the previously stated landscape easement descriptions. Bob Kiss made a motion to have Attorney John Garvic include this set of descriptions in the current CC&Rs (at no charge to the Association, as offered by John), to be voted on as a governing document amendment as part of the 2009 Annual Meeting of Members. Larry Connell seconded the motion, which was unanimously approved by the Board of Directors.

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Tuesday, September 23, 2008. There being no further business before the Board, the Meeting was adjourned at 7:24pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation