

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

May 27, 2008

ORDER

The Meeting, which was held in the office of PML Management Corporation, was called to order at 5:48pm. Board Members, Mark Brosche, Miles Dooher and Bob Kiss and were in attendance. Board Member Larry Connell was absent. Deborah McGraw represented PML Management Corporation.

OPEN FORUM

Mark Brosche, on behalf of an owner, stated that the hedge next to 1813 Parkwood poses a safety hazard to vehicles driving up Parkwood from De Anza. Apparently, drivers find it difficult to see when the 1813 owner backs a car out of the driveway. The owner asked the Board to determine if the hedge is a safety hazard.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. No significant changes were required to the calendar.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Miles Dooher and seconded by Mark Brosche, the Minutes of the April 22, 2008 Board of Directors Meeting, were approved as amended.

REPORTS

Treasurer – Deborah McGraw, in the absence of Larry Connell, reported on the financial statement for the period ending 4/30/08 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	959	145,327	80,036	(65,291)
Total Maint. & Repairs	2,876	19,187	24,972	(5,785)
Total Utilities	1,134	1,805	4,768	(2,963)
Total Admin. Expenses	3,601	13,624	14,572	(948)
Total Reserve Expenses	0	2,373	4,228	(1,855)
Total Assets		316,937		
Total Liabilities		26,804		
Total Fund Balances		290,132		

PML then reported that a draft of the 60 day delinquency letter has been sent to Larry Connell for review before mailing to delinquent homeowners.

Landscape Committee – Miles Dooher expressed his concern about Lee's Gardening Service not completing the full scope of the firebreak work. PML was instructed to hold the May landscape maintenance invoice until the work is completed.

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>
4/25/08	3408 Douglass	To refresh the paint on the exterior of their home in color scheme E1 (stucco) and E2 (garage door) and E3 for the top rail on the balcony	Approval letter sent 5/4/08
4/29/08	3409 Allison	To replace the back fence	Approval letter sent 5/27/08
5/21/08	1630 Sugarloaf	To install a new roof and three skylights over the living room	Approval letter sent 6/3/08

Bob also stated that 1505 De Anza has installed skylights without approval of the Architectural Committee. PML was requested to send a letter to the owner notifying that the skylight project was not in compliance with association requirements. The Board then discussed the apparent discoloration to the paint on the back side of 1845 Parkwood and requested PML to send a letter asking the owners to have the paint issue addressed. Bob then requested PML to send the ACC a duplicate copy of the Architectural Form which was received for painting 1645 De Anza, just to confirm indicated color.

Bob also reported that the 2008 External Audit had been completed over the past weekend. It was determined that there were around 40 "A" Priority homes and 20-25 "B" Priority homes, which was a lot less than reported during the 2007 external audit. The Architectural Committee currently is compiling the 2008 audit information so that PML can send notice letter to the affected owners.

Public Safety – No report in the absence of Larry Connell.

UNFINISHED BUSINESS

Large Tree Pruning – Miles Dooher discussed the most recent meeting held with the San Mateo Fire Marshal’s representative, Tom Ames, where it was determined that the grasses have been cut very well and the areas are starting to look good for the 30' brush clearance requirements. Tom is particularly interested in the Sugarloaf Open Space behind the "lanes" and the homes on Cherrywood. Fuel reduction was stated as the most important aspect of this area. It was also discussed that previously fallen trees do not need to be removed and chipping on site is acceptable, as long as the debris is kept to 4" or lower. With regard to the remainder of the property bordering the City of San Mateo Open Space, on his initial inspection, Tom Ames stated that many of the areas are already clear and will not require a lot of additional pruning for the removal of laddering fuel. He stated that overall the Association should work toward the fire break specifications provided within the "General Guidelines for Creating a Defensible Space," and that he will work with SHOA on reviewing progress and ensuring that project timelines are acceptable to the Fire Marshal’s office.

At this time, a motion was made by Mark Brosche, seconded by Miles Dooher and approved by the Board 3-0, to approve the large tree pruning proposal from Advanced Tree Care, in principle, and requested PML to provide a contract to them for signature with the requested modifications as discussed during the meeting with the Fire inspector. The Board also requested Advanced Tree Care to commence work by the end of June, 2008.

Firebreak/Landscape Maintenance Contract – The Board reviewed the following proposals submitted for landscape maintenance as follows:

<u>Contractor</u>	<u>Monthly Maintenance (includes Irrigation)</u>	<u>Annual BrushClearing Fire Break</u>
J. Cozzolino Landscape Maintenance	\$2,350	\$4,320
Valley Crest Landscape Maintenance	\$2,822	\$9,600
Greener Maintenance Services, Inc.	\$6,950	\$10,500
Loral Landscaping, Inc.	\$2,425	\$3,475
Lee’s Gardening Services	\$3,600 (no irrigation)	no charge

After some discussion, a motion was made by Mark Brosche, seconded by Miles Dooher, to accept the proposal from J. Cozzolino Landscape Maintenance. The motion was passed by a unanimous vote of 3-0. PML was instructed to advise Lee’s Gardening Services that their contract will be terminated as of June 30, 2008, and also to advise Jim Cozzolino that his contract will begin on July 1, 2008 and to obtain a signed contract to that effect.

Property Manager Contract Renewal – The Board requested PML to advise them, via email, of a date when a performance meeting could be held at their offices during the month of June.

NEW BUSINESS

Appointment of Directors to Fill Vacancy – No association members have come forward to volunteer for the vacant Director’s position on the Board.

Painting of Address Numbers on Curbs – The Board discussed a past proposal received from Community Safety Services to paint the address numbers on the curb for each home at Sugarloaf. PML was advised to contact Community Safety Services and express the Board’s interest in having the numbers painted, stating that Larry Connell, as chair of the Public Safety Committee, will be heading the project.

Member Privacy (Sending Opt-Out Forms) – The Board stated that homeowners will be advised, possibly via a form with the next Newsletter, to notify PML Management if they are interested in having their name added to a list of owners preferring to opt-out of the membership distribution list. Post-Meeting Note – an opt-out form is planned to be distributed with the revised governing documents mailer in late June or early July.

Electronic Communication - The Board stated that Homeowners will be advised, possibly via a form with the next Newsletter, to notify PML Management if they wish to authorize the use of electronic communication for their official association communications. Post-Meeting Note – an electronic communication authorization form is planned to be distributed with the revised governing documents mailer in late June or early July.

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Tuesday, June 24, 2008. There being no further business before the Board, the Meeting was adjourned at 7:47pm.

Respectfully Submitted,

Deborah McGraw
PML Management Corporation