

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

October 28, 2008

ORDER

The Meeting, which was held in the office of PML Management Corporation, was called to order at 6:01pm by President Bob Kiss. Other Board Members in attendance were Jack Albrecht and Miles Dooher. Directors Mark Brosche and Larry Connell were absent. 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. It was agreed to move the mailing of the Annual Meeting Packet from December to January. The Board agreed to target having the 2009 annual members meeting on a Tuesday evening at 6pm, probably the 3rd or 4th week of January.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Bob Kiss, and seconded by Miles Dooher, Minutes of the September 23, 2008 Board of Directors Meeting were approved as submitted.

REPORTS

Treasurer – On behalf of Larry Connell, Debbie reported on the financial statement for the period ending 9/30/08 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	50	147,730	112,581	(35,149)
Total Maint. & Repairs	1,772	37,320	56,187	(18,867)
Total Utilities	1,712	11,232	10,728	504
Total Admin. Expenses	2,431	38,034	32,787	5,247
Total Reserve Expenses	1,045	32,088	9,513	22,575
Total Assets		248,552		
Total Liabilities		5,757		
Total Fund Balances		242,795		

Larry reported, in a telephone conversation with PML prior to the meeting, that he has chosen not to move \$100,000 from the Association's money market account into a Bank of America CD because the bank requires the Association to also open a checking account and the bank only requires one signature on the checks instead of two. In addition, Larry mentioned that the FDIC insured level has increased from \$100,000 to \$250,000, so the Association's money market account is insured at the current balance of \$225,552.16. The Board expressed their concern with the low interest rate which the Money Market earns compared with the interest a CD would earn and requested PML to advise Larry Connell that they want him to contact Wells Fargo and other "fortress" banks in order to purchase laddered CD accounts. The Board recognizes the importance of association checks requiring two signatures to be valid, but asked Larry to explore this further with the various CD offerers to identify an appropriate solution.

Landscape Committee – Miles Dooher reported that the landscape walkthrough for October was cancelled since he was on vacation and Jack Albrecht was not able to walk around due to recent knee surgery. Landscape walkthroughs will resume on November 4th. The Board then reviewed a follow up letter, sent by Miles Dooher to Fire Chief Daniel Belville, regarding the City's defensible fire

maintenance responsibilities in their open space areas bordering SHOA properties. A receipt letter from Fire Marshal Michael Leong, dated October 13, stated that the city surveyor will be inspecting the area in the next few weeks and that the Fire Marshal committed to scheduling the next followup meeting with SHOA. PML reported that Jim Cozzolino has been requested to contact Mr. Cappaccioli who is concerned about the extent of the V-Ditch repairs behind his home. The repair estimate has been approved by PML at cost of \$350. Jack Albrecht then stated that he and many other owners have been receiving solicitations from landscape companies in the form of notices in plastic bags left on driveways throughout the Sugarloaf site. PML was requested to contact the two companies to advise them that those types of solicitations are not allowed at the Association. The Board agreed with Miles that the watering rates should be cut back starting next week and then re-evaluated once we have a few solid rains.

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>
9/19/08	3400 Leafwood	Paint the exterior of the home in 36 Navajo White for the stucco and 417 Oxford Brown for the trim.	Approval letter sent 10/1/08
9/24/08	1653 Toyon	To repaint the exterior of the home in color scheme F and New London Burgundy for the front door	Approval letter sent 10/2/08
10/6/08	3404 Cheryl Court	To repair, strengthen, and refurbish the existing redwood deck	Approval letter sent 10/15/08
10/17/08	3512 Broadview	To paint the exterior of the home in Scheme D	Approved by ACC

PML reported that 1645 Toyon Court requested and received an extension to repaint and repair/repaint or replace the gutters no later than May 1, 2009. However, a completed ACC request form has not been received, as requested by the Architectural Control Committee. Bob Kiss discussed the Architectural request submitted by 3405 Oakhill and said that the ACC is awaiting confirmation of the neighbor's signatures for the requested work. Bob then went on to discuss the External Audit status and reported that, as of last week, 19 of 41 owners (46%) have completed the requested work, and a total of 24 of 41 owners (59%) have either done the work or responded that they will do the work or asked for an extension. The deadline was October 1. These response rates are similar to 2007 at this point in time. Bob was also happy to announce that 3401 Leafwood has recently been purchased and the new owner has been working on cleaning up the exterior of the property. The owner also contacted him regarding the possibility of installing a fence on De Anza at the sidewalk. PML was requested to contact the City of San Mateo to determine if there are any set back requirements for this type of request.

UNFINISHED BUSINESS

Member Privacy & Electronic Communications – PML reported that 52 out of 226 homeowners have responded to the Board's mailing. The "opt-out" communication list is now finalized and PML will use this going forward. Note, this is only used in the event an Association member makes a request to contact all other members. For official Association business, all members still receive communications from PML and/or the Board.

Property Manager Contract Renewal – Bob Kiss will send specific questions regarding wording changes in the new contract for PML to provide a response. PML confirmed that they do not currently have any contracts in which all services are provided under one total monthly fee.

Painting of Address Numbers on Curbs – In a telephone conversation with PML, Larry Connell stated that he is still waiting to receive a bid for a per house cost to paint the house numbers on the curbs. The Board discussed the lengthy time it appears to be taking to receive the bid and on a motion duly made by Bob Kiss and seconded by Miles Doohar, the Board unanimously agreed to request a re-quote from Community Safety Services asking for a cost to repaint all 226 house numbers on the curbs. The Board agreed to address the cost involved in the 2009 Budget. The Board sees having visible house numbers painted on the curbs as a community safety issue worth pursuing.

Review of Draft 2009 Budget – PML stated that once the annual accounting update, prepared by Trower, has been approved by Larry Connell, this information will be used in preparing the draft 2009 budget. The Board requested PML to submit the draft budget to them via email no later than November 12, 2008.

NEW BUSINESS

There was no new business to discuss.

CORRESPONDENCE REVIEW

Bob Kiss stated that he has requested Attorney John Garvic to review the inquiry from an owner regarding the determination of responsibility for the maintenance of utilities lines located under the Association's private streets. An owner also inquired about the frequency of street sweeping on the private lanes. Apparently, although street sweeping has been occurring approximately monthly on the public streets, this has been curtailed on the private lanes. PML was requested to follow up with the inquiring owner and seek a resolution that will ensure periodic street sweeping returns to the private lanes.

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Tuesday, November 25, 2008. There being no further business before the Board, the Meeting was adjourned at 7:11pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation