

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

February 26, 2008

ORDER

The Meeting, which was held in the office of PML Management Corporation, was called to order at 5:38pm. Board Members Bob Kiss, Larry Connell, Frank O'Neill and Miles Dooher were in attendance. Board Member Mark Brosche was absent. Sabrina Davis represented PML Management Corporation.

OPEN FORUM

The owner of 1900 Parkwood attended the meeting in order to inquire as to the status on the assessment of a large tree next to his property that is leaning and potentially a hazard to his house should it fall. Bob Kiss stated that the project to assess large trees throughout the association area is in progress, with the bid process underway. The tree in question will be assessed as part of the overall project. Mr. Albrecht stated that the hillside on Parkwood next to his home has not been watered in a long time, possibly up to approximately eight months. Miles Dooher stated that the irrigation specialist came in, repaired and tested all of the sprinklers and that they are currently turned off due to the winter/rainy season. Mr. Dooher also stated that the landscape service under contract (Lee's Gardening) is responsible to take care of the hillside in question. The owner further stated that his driveway was cracked and was wondering if he could go ahead and make the necessary repairs/replacement or does he need to request permission from the Board. The Board indicated that he must fill out an ACC project form, in part to ensure that his neighbor is informed of the project since the work will likely require access from the neighbor property and also create dirt and debris in the area. Frank O'Neill suggested that the owner take the opportunity to inspect the drain and sewer pipes that likely run under the driveway. The Board then thanked the owner for bringing his questions and concerns to the Board meeting.

AGENDA APPROVAL & CALENDAR REVIEW

On a motion duly made and seconded, the Board approved the calendar and agenda as amended.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the Board approved the January 22, 2008 board meeting minutes as amended.

REPORTS

Treasurer - Larry Connell reviewed the 02/26/08 aging report and informed the Board that late fees were added onto accounts in error by PML. However, the charges were reversed by PML before any delinquent letters were sent out. As per previous agreement, the Board reminded PML that no delinquency letters are to be sent without explicit Board approval. Further, the Board requested that no late fees for 2008 dues be assessed to any accounts until the Board has discussed. It was agreed that the Board would review the accounts again during the next Board Meeting to determine if any late fees should be applied to homeowner's accounts which are not current by then. Larry Connell then reviewed the insurance documents and the 01/31/08 financial statement as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	144,579	144,579	12,509	132,070
Total Maint. & Repairs	394	394	6,243	(5,849)
Total Utilities	373	373	1,192	(819)
Total Admin. Expenses	(2,662)	(2,662)	3,643	(6,305)
Total Reserve Expenses	1,200	1,200	1,057	143
Total Assets		238,908		
Total Liabilities		56,504		
Total Fund Balances		182,404		

Landscape Committee –Frank O'Neill reviewed the landscape report submitted by Lee's Gardening Service. Mr. O'Neill also stated that the owner of 1645 De Anza is concerned about the Pine Tree that is growing behind their property and requested for it to be removed as it doesn't seem to belong in the area and will inevitably crowd out the native trees. Mr. O'Neill stated that he and Lee would look at the tree and report back to the Board.

Architectural Control Committee – It was noted that Brent Matheny has stepped down from the ACC chair and the Board is looking for a replacement chair. In the meantime, Bob Kiss will serve as the ACC chair. The Board then reviewed the following projects which were approved since the last meeting:

Date Received	Address	Description of Work	Status
01/07/08	1953 Parkwood	Replace existing deck and repair fence	Approval letter sent 01/22/08
01/17/08	3408 Douglas	Replace section of exterior wood fence	Approval letter sent 01/28/08
01/24/08	1656 Toyon	Paint gutters, downspouts and garage door in scheme F	Approval letter sent 01/30/08
01/19/08	1654 De Anza	Replace wood (shingle) panels with cement panels	Not approved – proposed horizontal paneling look too inconsistent with the adjoining homes . Alternative approaches suggested to owner.
02/04/08	1645 De Anza	Paint home exterior	Approval letter sent 02/10/08
02/06/08	3416 Chris	Replace deck and wood fence	Approval letter sent 02/22/08
02/16/08	1541 De Anza	Replace all door and window frames in a brownstone color	Approval letter sent 02/19/08
02/19/08	3412 Chris	Replace wood fence	Approval letter sent 02/22/08

UNFINISHED BUSINESS

8.1 Large Tree Pruning – The Board reviewed correspondence requesting tree trimming bids focused on large trees on association space. The Board requested that PML notify the bid recipients that all bids are to include removal of all debris from the property.

11.2 Landscape Contract Review – The Board reviewed and made changes to the draft landscape and irrigation maintenance contract. There was discussion about potentially including verbiage regarding conflict of interest situations between board members and contractors. Directors Dooher and Kiss favored such verbiage; directors Connell and O'Neill advised against such verbiage. The point will be revisited at the next Board meeting. It was agreed that requests for proposals will be sent to multiple contractors based on the revised contract once it is finalized at the next Board meeting.

NEW BUSINESS

2.1 Election Status – The Board is currently waiting for additional ballots, sufficient to establish a quorum, to be received.

2.2 Board of Directors Candidacy – The Board reviewed a summary prepared by Bob Kiss and decided no further action needs to be taken. The summary is included as an attachment to these meeting minutes.

PENDING ITEMS

Irrigation System Repairs (Closeout Report) – The Board agreed to have Jim Cozzolino program and demonstrate the function of the controllers and to perform the backflow device certification so as to enable turning on the irrigation systems soon. Miles Dooher volunteered to contact Jim to arrange a mutually agreeable date.

Painting Compliance – The Board continued the discussion of a painting compliance issue that was originally discussed with the property owner at the December Board meeting. The property in question is 1505 De Anza Blvd. The Board agreed that the property is out of compliance with the association CC&Rs Section 6.02.C(5). The Board agreed to initiate the next steps by sending a “Notice and Opportunity for Hearing,” per CC&Rs Section 1.26.

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Tuesday, March 25, 2008. There being no further business before the Board, the Meeting was adjourned at 7:33pm.

Respectfully Submitted,

Sabrina Davis
PML Management Corporation