

Revised 4 Mar 2008

SUGARLOAF HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors' Meeting
January 22, 2008

ORDER

The meeting, which was held at the San Mateo Senior Center, was called to order by Bob Kiss at 8:30pm. Other directors present were Mark Brosche, Larry Connell, Miles Dooher, and Frank O'Neill. Deborah McGraw represented PML Management.

OPEN FORUM

There were no owners present to discuss items in open forum.

AGENDA APPROVAL / CALENDAR REVIEW

The Agenda and Calendar were reviewed and approved as submitted.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made, seconded, and passed by unanimous vote, the Board approved the December 18, 2007, Board of Directors Minutes as amended.

REPORTS

Treasurer – The Board reviewed the revised financial statement for the period ending 11/30/07 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	960	138,539	123,848	(14,691)
Total Maint. & Repairs	4,465	88,532	62,524	26,008
Total Utilities	(103)	13,560	9,899	3,661
Total Admin. Expenses	3,822	51,782	40,843	10,939
Total Reserve Expenses	0	1,953	0	1,953
Total Assets		236,636		
Total Liabilities		22,735		
Total Fund Balances		213,901		

Bob Kiss requested that PML provide a list of the total charges from legal counsel for revising the governing documents. Since these charges are non-recurring, it is important to take this into account when assessing the budget variances.

Landscape Committee – PML submitted a report of the wind damage experienced during the first week of January as follows:

Date	Reported By	Problem	Property Damage	Action Taken
01/04/08	3401 Chris Lane - Owner	Tree debris in owner's side yard	Debris in Owner's side yard	WOU200800167 issued Lee's Gardening
01/04/08	3409 Leafwood Court - Owner	Large cracked tree branch	none - Owner worried might fall, causing damage to his property	WOU200800147 issued Lee's Gardening

01/04/08	3409 Leafwood Court - Mr. Lee	Common tree fell, being held up by tree on owners property	Fence damage (reported by Lee's)	Lee's Gardening Service already onsite
01/04/08	3413 Leafwood Court - Owner	Large tree fell over	Fence damage	WOU200800157 issued to Lee's Gardening
01/05/08	3416 Chris Lane - Owner	Large crack tree branches from multiple trees	None - Owner worried might fall, causing damage to her property	WOU200800263 issued to Lee's Gardening
01/05/08	3504 Broadview Drive reported to Mr. Kiss	Between Broadview & 92 - large tree fell over	None	
01/05/08	1521 De Anza - Per email from Mr. Ames	Tree fell over	Tree in owner's side yard, cause unknown damage to home	
01/05/08	1666 Sugarloaf Drive - Mr. Kiss / Mr. Ames	Large limbs fell from tree	Debris in an Owner's yard	Owner removed damage
01/13/08	3408 Douglas Court - Owner	Cheryl Court street sign knocked askew	Sign almost falling off post	WOU200800287 to Maintenance

Frank O'Neill, chairman of the Landscape Committee, stated that three trees on Leafwood need to be replaced which fell over during the storm. The materials cost for Lee's Gardening Service to replace the trees will be \$600. There will be no charge for the installation of the trees. Also it was noted that at 3409 Leafwood a tree fell from the common area into the owner's backyard, damaging their fence. The cost for Lee's Gardening Service to repair the fence, including wire, fence boards and 2 posts is \$200. PML was requested to draft a letter to the owner stating that the Association will pay for the repairs to the fence and will not pay for the entire fence to be replaced, and send it to Frank O'Neill for review.

The Board then reviewed a proposal from Lee's Gardening Service for 3517 Broadview to remove the juniper plants and install rock underneath the Oak trees adjacent to the visitor parking area. On a motion duly made and seconded, the Board unanimously agreed to approve the proposal.

Architectural Control Committee – The Board reviewed the following projects which were approved since the last meeting:

Date Received	Address	Description of Work	Status
12/12/07	1853 Parkwood	Replacement of existing deck using Trex material	Approval letter sent 12/27/07.

Bob Kiss stated that the owner of 3408 Douglas Court wants to replace a fence that fell down in the storm with a 6 foot fence plus 1 foot of open lattice attached to the top of the fence. The CC&Rs do not currently allow for fences in excess of 6 feet in height. It was noted that San Mateo city code allows up to 1 foot of lattice above a 6 foot fence. Since the request is in compliance with San Mateo codes, Mr. Kiss said he considered this a reasonable request and

made a motion for a policy exception to allow the proposed fence. Larry Connell seconded the motion, which was unanimously approved by the Board.

UNFINISHED BUSINESS

8.1 Large Tree Pruning – Tabled.

11.2 Landscape Contract Review – Due to the monetary size of the contract for landscape maintenance, the Board agreed that the contract will go out to bid on an annual basis. The Board then agreed to review the proposed landscape specifications, which will be used to request bids, at the next Board Meeting.

NEW BUSINESS

There was no new business to discuss.

PENDING ITEMS

- **Association Website** – Bob Kiss reported that the site has been completed and can be found at www.sugarloafhoa.org.
- **2007 Audit** – Pending completion.
- **Irrigation System Repairs** – Pending completion. Work planned to occur in approximately the next month through J. Cozzolino (firm that performed the irrigation system inspection).
- **Restatement of the Governing Documents** – The finalized documents were sent to all owners in the Annual Meeting packets. The documents (with redlines) will also be posted on the website as soon as possible, likely within one week. Post-meeting note: The documents were posted on January 30 to the website.
- **2008 Annual Meeting of Members** – The annual meeting was called for just prior to this Board meeting. Since a quorum or members was not present, the meeting could not officially take place. An information meeting occurred. Candidates for office who were present were allowed to introduce themselves. The nominations process was then closed. The election ballots will go in the mail on Wed 1/23 with the balloting to remain open at least 35 days.

ADJOURNMENT

There being no further business, the Meeting was adjourned at 9:05pm.

Respectfully submitted,

Deborah McGraw, CCAM
PML Management Corporation