

**SUGARLOAF HOMEOWNERS ASSOCIATION**

Minutes of the Board of Directors Meeting

April 28, 2009

**ORDER**

The Meeting, which was held in the office of PML Management Corporation, was called to order at 5:50pm by President Bob Kiss. Other Board Members in attendance were Larry Connell, Jack Albrecht, and Miles Dooher. Board Member Rhoda Meade was unable to attend. Sabrina Davis represented PML Management Corporation.

**OPEN FORUM**

There were no items brought before the Board in open forum.

**AGENDA & CALENDAR REVIEW**

The Board reviewed the Agenda and Calendar. The calendar is to be revised to show the Phase Two Tree Trimming Project in July. On a motion duly made and seconded, the Board unanimously approved the Calendar as amended.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made and seconded, the Minutes of the March 24, 2009 Board of Directors Meeting were unanimously approved as submitted.

**REPORTS**

Treasurer – Larry Connell reported on the financial statement for the period ending 03/31/09 as follows:

	MONTH	Y-T-D	BUDGET	VARIANCE
Total Revenue	261	141,842	37,167	104,675
Total Maint. & Repairs	3,843	9,446	12,672	(3,226)
Total Utilities	342	1,070	3,501	(2,431)
Total Admin. Expenses	2,334	10,231	10,806	(575)
Total Reserve Expenses	0	0	12,039	(12,039)
Total Assets		343,854		
Total Liabilities		4,917		
Total Fund Balance		338,937		

Larry Connell noted that an investment has been made for a CD in the amount of \$100K at 2.5%, which expires in 12/09. He then noted that, if another CD comes along with a good interest rate, then he would likely recommend further investments in CDs. Mr. Connell then stated that the draft audit has been completed and, according to Karen Hahn, should be mailed to PML within a few days. He then stated that a meeting has been set up to meet with Karen Hahn to review the budget on May 6<sup>th</sup> at 1:30pm at the office of PML Management. When finalized, the audit report will be mailed to all members. PML was reminded that all correspondence from PML to members must be reviewed by the Board prior to being sent to members. The Board also requested that PML look into populating the status field on the aging report. Ms. Davis noted that she had mailed the signed contract to Allied Trustee Service and would confirm with them tomorrow that they had received it and see how to go about sending account number 062-000560 into collection. Upon review of the accounts receivables, the Board unanimously agreed to write off a \$6 balance being show on account 062-350000 (which was likely to have been simply a typo in the original transaction).

Landscape Committee – Miles Dooher reviewed the landscape report and a proposal received for the easement at 1901 Parkwood to remove dead shrubs and replace plantings and at the corner of Broadview and Parkwood to remove existing railroad ties, a bench and to level the soil. As it is not yet completely clear whose responsibility it is to maintain the area at Broadview and Parkwood (owner vs Association), on a motion duly made and seconded the Board unanimously approved the plant removal and installation only at 1901 Parkwood. Miles and Bob will continue to research whose responsibility for the area at Broadview/Parkwood and report back. The Board also reviewed a proposal to install sign lighting at the Sugarloaf monument at the corner of Parkwood and De Anza. At an estimated cost of more than \$1150, the Board unanimously agreed to not fund this project at this time.

Architectural Control Committee – Bob Kiss reviewed the following project which was approved since the last meeting:

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
03/22/09	1649 Sugarloaf Drive	Replace garage door (color=Oxford Brown to match trim)	Approval letter mailed 04/01/09

Mr. Kiss then noted that the Architectural Committee will decide on a date via email to perform the annual exterior audit project. He stated that the walk will be conducted either in late May or early June, depending on Committee (and Board member volunteer) availability. Jack Albrecht then noted that an owner had requested, through correspondence, that the visitor parking sign in their area be replaced as it has significantly faded. The owner (and neighbor) would like to replace the grass strip where the sign is located. Mr. Albrecht stated that he had conducted a walkthrough of the visitor parking areas and noted that there are a total of 22 visitor parking signs, 14 – 18”x24” and 8 – 14”x18.5”, that are faded, presumably due to the sunlight. The Board then requested for PML to obtain quotes to get the signs, not the sign posts, replaced. The Board also requested that PML notify the owner that the sign post will remain in place, but the sign itself is being evaluated for replacement. Since the grass is on the owner’s property, they are obviously free to replace the grass, but must leave the sign post in place.

**UNFINISHED BUSINESS**

**2009 Firebreak Project Planning / Large Tree Pruning** – Mr. Dooher noted that he had been in contact with the City of San Mateo Fire Marshal to follow up on the ongoing effort to establish lines of responsibility for firebreak work. He then stated that a meeting with the City has been set up for April 30<sup>th</sup> to go over options. He stated that the City will present a copy of the area map discerning the Association’s responsibility/property from the City’s responsibility/property. Mr. Dooher noted that Sugarloaf’s objective is to have the City contribute to the cost of firebreak work based on areas where City property overlaps with the firebreak zone around Association homes.

Mr. Dooher then reviewed the three bids received to complete the second phase of the tree trimming project. He noted that Loral Landscaping stated that, if the invoice is paid within 15 days of completion of the project then they would bring their price down by 10%. The Board had some initial concerns with Loral Landscaping due to prior experience. Mr. Dooher noted that it was not clear what Loral understands as the ‘completion’ of the project as invoices will not be paid until the Fire Marshal gives their approval. Mr. Dooher noted that he will get in contact with the project manager, Deborah McGraw, to clarify Loral’s discount price. He noted that if Loral is unable to provide the 10% discount if the completion date runs over 15 days pending approval of the Fire Marshal then he recommends going with Advanced Tree Care as they were the company that satisfactorily completed the first phase of the project. Mr. Dooher noted that he would report back to the Board on his findings and hopes to have a company approved within the next two weeks to start the project no later than late June early July.

**Sewer Laterals Maintenance** – Bob Kiss noted that since the Association was not part of the SMUHA, no advice had been requested yet as their experience with sewer laterals. Mr. Kiss stated that, once the application is sent in and Sugarloaf HOA becomes a member of SMUHA, the Board or PML could ask SMUHA if other associations have previously tackled the question of financial responsibility for sewer laterals under private roads. It was suggested that it would probably be best to ask this question at the next SMUHA meeting, when multiple association reps would likely be present. Bob Kiss stated that he would ask Bob Bernicci to help draft a letter to owners informing them of the steps to follow should they believe that a sewer failure has occurred in one of the laterals serving their property.

**Parkwood Drive Activities Concerns Follow-Up** – Bob Kiss noted that he had received a response back from the SMPD regarding the letter the Board sent requesting extra patrols within Sugarloaf. The SMPD had agreed to provide extra patrols to help monitor along Parkwood Drive where the previous activities had taken place. Ms. Davis had noted that she is waiting to hear back from the City regarding installation of ‘no dumping’ signs on Parkwood Drive and would notify the Board once contact had been made.

**PML Annual Performance Review & Contract Renewal** – Bob Kiss had noted to the Board that He and Mr. Connell had meet with Deborah McGraw and Sabrina Davis for the performance review. He then requested that Mrs. McGraw and Ms. Davis review the draft of the agreed upon actions and provide the Board with any corrections or an approval. Mr. Kiss then requested that PML provide him with a copy of the current contract as it had not been signed yet.

**Street Sweeping Follow-Up** – Bob Kiss had stated that the street sweeping was not taking place due to the street sweeping and garbage removal schedule falling on the same day. He then noted that the City of San Mateo stated that, in a response email to a concerned homeowner (shown in correspondence), they will not change the street sweeping schedule but expects Allied Waste to change their garbage pickup schedule. The Board had requested that,

once the Association becomes a member of SMUHA, for PML to contact SMUHA and see if they have dealt with this kind of issue and report back to the Board. Additionally, the question will be taken to the first SMUHA meeting that Sugarloaf HOA attends (probably in May).

#### **NEW BUSINESS**

**Board Access to Electronically Archived Documentation** – Larry Connell noted that he had met with Greg Fox of PML Management to gain access to archived documentation and had successfully gained access on his personal laptop with the software CD that Mr. Fox had provided.

#### **CORRESPONDENCE REVIEW**

The Board reviewed the correspondence with no comments and noted that review of the action list will be made via email.

#### **ADJOURNMENT**

The next Board of Directors Meeting was scheduled for Tuesday, May 26, 2009. There being no further business before the Board, the Meeting was adjourned at 7:05pm.

Respectfully Submitted,

Sabrina Davis  
PML Management Corporation

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