

**SUGARLOAF HOMEOWNERS ASSOCIATION**

Minutes of the Board of Directors Meeting

August 18, 2009

**ORDER**

The Meeting, which was held in the office of PML Management Corporation, was called to order at 5:43pm by President Bob Kiss. Other Board Members in attendance were Miles Dooher, Jack Albrecht, and Larry Connell. Director Rhoda Meade was not present. Sabrina Davis represented PML Management Corporation.

**OPEN FORUM**

An Owner came to discuss his account status with the Board of Directors. After which, the Board adjourned into Executive Session to discuss the homeowner's account further.

**ADJOURNMENT**

The Board adjourned into Executive Session at 5:53pm.

**ORDER**

The Meeting, which was held in the office of PML Management Corporation, was called back into order at 6:35pm by President Bob Kiss. Other Board Members in attendance were Miles Dooher, Jack Albrecht, and Larry Connell. Director Rhoda Meade was not present. Sabrina Davis represented PML Management Corporation.

**AGENDA & CALENDAR REVIEW**

The Board reviewed the Agenda and Calendar. On a motion duly made and seconded, the Calendar was unanimously approved as amended. It was agreed to reschedule the September Board Meeting to Tuesday, September 29, due to at least two Board Members being unavailable on September 22.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made and seconded, the Minutes of the June 23, 2009 Board of Directors Meeting were unanimously approved as amended.

**REPORTS**

**Treasurer** – Mr. Connell reviewed some housekeeping issues with PML Accounting. Mr. Connell stated that there were two accounts still open with First Bank and had recommended to the Board to close the accounts and move the money to the respective US Bank account. On a motion duly made and seconded, the Board unanimously approved closing any accounts still open with First Bank and transferring the money to the US Bank accounts. Mr. Connell also noted that there were no bank statement reconcilements accompanying the July financial statement and requested that all future financial statements contain the reconciled bank statements (as previously agreed to by PML). Mr. Connell then pointed out that PML had previously agreed to have the Property Manager sign off on the financial statements before they are released to the Board, and that there is no indication that such a sign off is taking place. Ms. Davis indicated that she does sign a form each month. Mr. Connell requested that proof of the sign off be included with the financial reports and Ms. Davis agreed to do so in the future.

**Landscape Committee** – The Board reviewed that landscape report from Cozzolino Landscape.

**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>
07.08.09	1813 Parkwood Drive	Install satellite TV dish	Approval letter sent 07.14.09
07.20.09	3408 Douglas Court	Tree lace in the SLHOA common space	Approval letter sent 07.27.09

Mr. Kiss then confirmed that all external audit letters had been sent to affected Owners. He also reviewed the requested timelines for remediation communicated to affected homeowners in responding to the 2009 external audit. All remediation requiring work on the home was allowed at least until October 31, 2009, to perform the work.

## **UNFINISHED BUSINESS**

**2009 Firebreak Project Planning / Large Tree Pruning** – Mr. Dooher noted that Phase II (Cherrywood area) of the large tree pruning project has been completed and came in under the contract price by \$1356. Mr. Dooher stated that he had sent a letter to the Fire Marshall regarding payment of clearing the city's portion of the Firebreak areas (brush clearing and large tree trimming). The letter outlines the plan that will be agreed upon by the city and Sugarloaf HOA for future Firebreak work in each year, including specification of how much the city's share will be each year. Miles provides a copy of the letter to the Board. He noted that he is still waiting for a response from the Fire Marshal to reach a final agreement.

**Sewer Laterals Maintenance** – Mr. Kiss had noted that He and Mr. Bernicchi had met with the City of San Mateo on July 23 regarding the sewer line lateral maintenance and the street sweeping issues. He stated that the City stated that they cannot change the street sweeping or garbage schedules until the garbage contract is up for renewal at the end of 2010. He noted that the City did agree that the private lanes should be swept by the city's program. The city committed that they will use the contract renegotiation to ensure that our street sweeping and garbage collection conflict is resolved such that sweeping of the private lanes can occur without hindrance. Mr. Kiss also stated that the City was very clear that they feel the City Codes relieve the City of any responsibility for maintaining sewer laterals running under private streets. Therefore, Sugarloaf will need to treat the laterals as the responsibility of the Association, as the Association owns the private streets. The Board will work on a communication to owners to clarify the sewer lateral situation and describe the process an owner should follow if they feel they have a sewer line issue. Bob indicated that he would work with Bob Bernicchi to draft the letter.

## **NEW BUSINESS**

**Begin Budget & Reserve Study Preparation** – The Board requested that PML contact Trower to prepare a Reserve Study update for the budget. The Board also noted that a draft budget would be prepared in late September as there would be a better gauge on where the Association stands as far as the current budget and estimating the year end financials. Ms. Davis stated that once the Reserve Study update was in and the September financial was in, she would prepare the draft budget for the Board to review.

## **CORRESPONDENCE & ACTION LIST REVIEW**

The Board reviewed correspondence from a homeowner who believes that the wood chips being used in the Association are green waste and, therefore, potentially harmful to the Association. Mr. Dooher noted that the wood chips are not green waste and are finely chopped tree limbs and leaves from the tree limbs. The Board stated that they were comfortable with the work that was performed and the wood chips that were used around the Association.

## **ADJOURNMENT**

The next Board of Directors Meeting was scheduled for Tuesday, September 29, 2009. There being no further business before the Board, the Meeting was adjourned at 7:24pm.

Respectfully Submitted,

Sabrina Davis  
PML Management Corporation

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