

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

December 22, 2009

ORDER

The Meeting, which was held in the office of PML Management Corporation, was called to order at 5:45pm by President Bob Kiss. Other Board Members in attendance were Jack Albrecht and Miles Dooher. Board Members Larry Connell and Rhoda Meade were 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. On a motion duly made and seconded, the agenda and calendar were unanimously approved as amended. Bob requested that Sabrina send him the electronic documents for both 2009 and 2010, for updating the website calendars.

APPROVAL OF PREVIOUS MEETING MINUTES

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

REPORTS

Treasurer – The Board reviewed the financial statement for the period ending 11/30/09 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	0	141,476	129,690	(11,786)
Total Maint. & Repairs	2,567	37,018	46,464	(9,446)
Total Utilities	2,240	15,313	12,837	2,476
Total Admin. Expenses	2,172	34,600	39,622	(5,022)
Total Reserve Expenses	768	26,361	44,143	(17,782)
Total Assets		256,281		
Total Liabilities		7,550		
Total Fund Balances		248,731		

It was noted by Sabrina that the check received to pay the delinquent 2009 dues for Account 062-00080 had bounced. Bob indicated that he had spoken with the owner about this and the owner was aware of the bank issue and claimed to be working to address it. The Board unanimously agreed to wait until the next Board meeting to decide on any further actions (e.g., turning over the account to a collections agency). In the interim, Bob will remind the owner of the additional costs associated with a collections agency action.

Landscape Committee – Mr. Dooher noted that he and Mr. Albrecht went throughout the property to identify the water meters, as the fall water bill seemed higher than normal. He stated that during the walk, they identified 8 of 9 known water meters and would meet with Cozzolino to try and locate the 9th meter. In late winter (Jan/Feb), the committee will review the water situation prior to turning back on the irrigation systems. At that time, Miles will also contact Denali to review the water consumption at the tennis court landscaping. Mr. Dooher also noted that Cozzolino’s contract price was not going to increase in the upcoming year.

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>
12/09/09	1645 Toyon Court	Paint home in Scheme E. A request to replace the garage door was NOT approved due to lack of information provided.	Approval letter sent 12/10/09

12/16/09	1545 De Anza Blvd.	Replace pathway to front door with slate, put in place wrought iron hand railing	Approval letter sent 12/18/09
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Mr. Kiss noted that there has been a 63% response rate from Owners in accordance with the 2009 External Audit findings. The committee will continue to track compliance and update the Board. The Board discussed the topic of maintenance of sidewalks on public streets such as sections of Parkwood where there are no homes. Sabrina agreed to ask Debbie McGraw of PML if she has information determining responsibility for such maintenance.

UNFINISHED BUSINESS

Firebreak Agreement with City of San Mateo – Mr. Dooher stated that he, Mr. Albrecht and Mr. Kiss are scheduled to meet with the Fire Marshal on December 28, 2009 to discuss the language for the agreement for the firebreak clearing with the City. He stated that the Board hopes to have a signed finalized agreement in the very near future. Mr. Dooher also noted that the City has agreed to pay the \$150.00 annual insurance fee for adding the City onto the HOA’s policy as an additional insured party for the firebreak work. The Board discussed, and unanimously agreed, that the Board President will sign for the HOA on the agreement. Since the agreement simply states that the City will reimburse the HOA for the firebreak costs associated with the portion of the serviced area that is actually city property, the Board did not feel that the HOA required an HOA attorney to sign the agreement.

2010 Election Preparations – Review Candidates Submitted to Date – The Board noted that there were three known candidates running for election: Miles Dooher, Jack Albrecht and Bob Kiss, who are willing to serve on the Board if elected. Nominations from the floor will be accepted at the annual meeting in January, but the nominee must indicate a willingness to serve, if elected.

Review & Approve Materials for Annual Meeting Package – The Board reviewed the draft annual meeting packet, and requested minor changes. The Board also noted that the annual meeting has been set for January 19, 2010 at the San Mateo Senior Center at 6:30 pm. Sabrina was requested to send the final draft package electronic document to Bob for a final review before mailing to owners. Additionally, Sabrina was requested to send the Board a copy of the 2010 dues invoice to be sent to owners for a final review before mailing.

NEW BUSINESS

There was no new business.

CORRESPONDENCE & ACTION LIST REVIEW

The Board reviewed the action list and recommended minor revisions. Sabrina was requested to send the updated action list with the draft board meeting minutes.

ADJOURNMENT

The next Board of Directors Meeting was the Annual Meeting scheduled for Thursday, January 19, 2009, after the annual members meeting. There being no further business before the Board, the Meeting was adjourned at 6:45pm.

Respectfully Submitted,

Sabrina Davis
PML Management Corporation

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