

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting - February 2009 Mtg
(Mtg Held March 3, 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. Director Mark Brosche was absent. Homeowner Rhoda Meade was also in attendance. 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 PML Contract Performance Review moved from February to March. The Board requested that PML provide several possible dates in March for a one hour meeting between the Board (minimally represented by at least Bob Kiss and Larry Connell) and PML to review the past year's PML performance.

APPROVAL OF PREVIOUS MEETING MINUTES

The Board reviewed the draft Minutes of the January 21, 2009 Board of Directors Meeting and Annual Meeting Minutes and decided that they will review the proposed edits and confirm the final changes to PML via email.

REPORTS

Treasurer – Larry Connell reported on the financial statement for the period ending 01/31/2009 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	141,529	141,529	12,389	(129,140)
Total Maint. & Repairs	3,168	3,168	4,224	(1,056)
Total Utilities	343	343	1,167	(824)
Total Admin. Expenses	4,223	4,223	3,602	621
Total Reserve Expenses	0	0	4,013	(4,013)
Total Assets		361,715		
Total Liabilities		10,017		
Total Fund Balances		351,699		

Larry Connell noted that Karen Hahn is in the process of completing the 2008 audit and the Board should receive it within the next 10 days. Mr. Connell also stated that he would like to sit with the auditor and a PML representative to review the audit once it is received. Mr. Connell also reported that interest rates are low and suggested moving some monies into a 2.5%, 10 month account. On a motion duly made and seconded, the Board unanimously approved moving \$100K into a 2.5%, 10 month account. The Board requested an updated report on delinquent dues (the provided report was not current) and also inquired with PML as to the status on the Sugarloaf property that PML has been investigating through the collections agency.

Landscape Committee – Miles Dooher reviewed the landscape report and proposals received and noted that the fire break brush clearing is tentatively scheduled for June (work to be done by Cozzolino). Mr. Dooher also stated that the tree behind 1620 Toyon is in good health and does not overhang any fences, nor is it within 10 feet of any chimney and therefore the tree does not need to be removed. Miles mentioned that the landscape contractor (Cozzolino) is now covering all association streets weekly in a sweep for trash and other cleanup needs. He inquired as to whether the association should consider providing an increased fee to cover that work. The Board felt that we should allow Cozzolino to bill the association for specific disposal costs incurred (e.g., a trip to the dump) and evaluate how that approach works for a while. The rationale for this approach was that the typical incidental trash pickup is expected to be small and probably has minimal impact on the load of landscape debris typically generated on the weekly service visits.

When unusual loads occur (such as the couch recently dumped on Parkwood Drive), the association should reimburse Cozzolino for those specific disposal costs.

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>
2/19/09	1649 Sugarloaf	To re-paint the exterior of the home in existing color scheme	Approval letter mailed 02/27/09
2/17/09	1545 De Anza	To replace front door, add wrought iron hand rail at front porch	Approval letter mailed 02/27/09

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Annual Election Results Report – Sabrina Davis of PML opened and counted the ballots in the presence of the Board and homeowner Rhoda Meade. The results of the 2009 Annual Meeting Balloting were as follows: Board of Directors Voting: Larry Connell – 121, Rhoda Meade – 128, Write-in Nancy Lewis – 1; Tax Resolution Voting Approve – 128, Do Not Approve – 0; Declaration Amendment Approve – 122, Do Not Approve – 1. It is noted that 128 votes constitutes about a 57% voter turnout, whereas 114 votes represents a majority of members.

Election Of Board Officers – On a motion duly made, seconded, and unanimously approved, the following Directors were appointed to the following positions: Robert Kiss – President, Jack Albrecht – Vice-President, Larry Connell – Treasurer, Rhoda Meade – Secretary and Miles Dooher – Director-At-Large.

Sewer Laterals Maintenance – The Board reviewed materials provided by homeowner Bob Bernicchi, including a letter from the city of San Mateo Department of Public Works claiming that the city is not responsible for laterals maintenance on our private roads. Unfortunately, Bob could not be present at the meeting. The Board discussed that there could be several potential options for how to address long-term sewer laterals maintenance, but deferred any decisions until a later point in time. Bob Bernicchi was to be invited to attend the next Board meeting.

Illegal Activities On Parkwood Drive – The Board discussed the recent issues with trash dumping and observations of other illegal activity occurring on upper Parkwood Drive between Toyon and Broadview at the open spaces. The Board unanimously agreed to accept the city's offer to place "No Dumping" type signs in the affected areas. The Board discussed the possibility of pursuing video monitoring in the area. Board member Rhoda Meade agreed to research that option. The Board also unanimously endorsed the idea to send a letter to the San Mateo Police Department, asking for routine evening drive-bys to be provided in the area. Bob Kiss agreed to draft a letter for the Board's review.

Weekly Trash Pickup Timing Considerations Review – The Board discussed recent homeowner correspondence suggesting that placement of trash containers at the curbs should be further restricted in timing beyond the current Declaration (Section 5.08) restriction to "the day before pickup." The Board unanimously agreed that the current 5.08 restriction is adequate and appropriate and saw no need to pursue modification. The Board also unanimously agreed to use the next newsletter to communicate the current restrictions and also suggest that putting containers out later in the day on Sundays would be appreciated, whenever possible.

Firebreak 2009 Project Planning – Miles Dooher reported that he is trying to get the City of San Mateo to commit to maintain the open spaces that we believe to be city responsibility in various locations bordering Sugarloaf properties. He stated that the City had indicated that they would survey the property to determine responsibilities, but has not done so due to cost. He also noted that the City is going to re-evaluate using their satellite maps of the open space and send a response back to the Board. Miles then reported that the fire break and tree trimming has been broken down into two phases, and phase one was completed in 2008. He noted that he has already received a bid from Advanced

Tree Care for phase two and that he was going to talk to the Fire Marshal's office regarding phase two. After some discussion, it was agreed that two more bids for the second phase were needed and that Miles will solicit those bids and report back to the Board. Miles then requested that Deborah McGraw of PML Management be assigned as the project manager for the Phase II project.

CORRESPONDENCE REVIEW

The Board reviewed correspondence regarding the Association potentially joining the San Mateo United Homeowners Association. Joining this organization would provide the Board with a way to communicate issues of concerns to other homeowner and neighborhood groups and help identify areas of common concerns in Associations. On a motion duly made and seconded, the Board unanimously approved signing up with the SMUHA. PML agreed to submit the membership form and dues payment.

The Board also reviewed correspondence from 1846 Parkwood, expressing concern over the removal of 3 trees from the common space behind 1850 Parkwood. The Board heard from Miles Dooher, landscape chair, on the situation. The Board then discussed and agreed to responses to the three specific questions posed by 1846, with those responses shown below:

Question 1. Will the 4 Evergreen trees cut down at M. Mihalek's request and approved by M. Dooher, be replaced...?

Board Answer: There were 3, not 4, trees removed from the common property behind the Mihalek property. The trees were Monterey Cypress, which is a type of evergreen tree. These trees can grow to 75 feet in height. The landscape chair, and the Board, concurs with the conclusion of our landscape contractor (Cozzolino) that these trees were far too close to the property line (and fence) and should never have been planted in these locations. So, to answer your specific question, they will not be replaced in any like-for-like type of arrangement. The landscape chair may propose placing other, more appropriate, vegetation in the area.

Question 2. Are there any more trees scheduled to be cut down...?

Board Answer: Not at this time. However, as mentioned above, the Monterey Cypress trees planted in this area were inappropriate for the location. The remaining tree behind your home falls into this same category. The Board recommends that this tree also be removed, for the reasons mentioned above. However, if you prefer that this tree remain in the area behind your home, the Board will allow it to remain. Please respond on this point.

Question 3. Does the board believe Evergreen Trees are not native to the Sugarloaf Area...?

Board Answer: It is not the Board's expertise to comment on what trees may or may not be native to the Sugarloaf areas. The affected trees were planted in error by the previous landscape contractor. They were, and are, inappropriate trees to be located in that area.

Bob Kiss volunteered to inform 1846 of the Board's findings via email.

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Tuesday, March 24, 2009. There being no further business before the Board, the Meeting was adjourned at 7:28pm.

Respectfully Submitted,

Sabrina Davis
PML Management Corporation