

**SUGARLOAF HOMEOWNERS ASSOCIATION**

Minutes of the Board of Directors Meeting

May 26, 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, Jack Albrecht, Miles Dooher and Rhoda Meade. Board Member Larry Connell was unable to attend. Joseph D’Agostino 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.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made (Dooher) and seconded (Albrecht), the Minutes of the March 24, 2009 Board of Directors Meeting were unanimously approved as amended.

**REPORTS**

**Treasurer** – The Board of Directors reviewed the financial statement for the period ending 4/30/09 as follows:

	<b>Month</b>	<b>Y-T-D</b>	<b>Budget</b>	<b>Variance</b>
Total Revenue	0	141,476	47,160	(94,316)
Total Maint. & Repairs	3,527	12,973	16,896	(3,923)
Total Utilities	261	1,331	4,668	(3,337)
Total Admin. Expenses	1,917	12,148	14,408	(2,260)
Total Reserve Expenses	0	0	16,052	(16,052)
Total Assets		340,905		
Total Liabilities		7,482		
Total Fund Balances		333,423		

The Board requested that PML provide an update on the status of the collections action on account 062-0560.

**Landscape Committee** – Miles Dooher reported that next Thursday Cozzolino was going to start work on the annual 100’ brush clearing fire break. The Board also reviewed J. Cozzolino April landscape maintenance report

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

<b><u>Date Received</u></b>	<b><u>Address</u></b>	<b><u>Description of Work</u></b>	<b><u>Status</u></b>
05/14/09	1644 Toyon Ct.	Garage door replacement (color = 2A)	Approval letter sent 05/15/09

Mr. Kiss then noted that the Architectural Committee would be performing the annual exterior audit on Saturday May 30, 2009.

Also reviewed was a price from Peachtree Products for the visitor parking sign replacements. They do not have size 14”x18.5”, so we included a price for 12”x18”. The total price is \$1085.40. The Board requested that PML find out if these signs are clear coated for durability. This matter was tabled until further review is made by the Board of Directors.

Jack Albrecht will work with PML to confirm Peachtree sign material of construction and required wording relative to towing regulations. Jack volunteered to manage new sign installation, including performing the replacement work.

**UNFINISHED BUSINESS**

**2009 Firebreak Project Planning / Large Tree Pruning – 2009 Firebreak Project Planning** – The following bids were received for the second phase of the tree trimming project (Cherrywood space).

<u>Company Name</u>	<u>Bid Price</u>
Arborwell	\$27,390
Loral Tree Service	\$26,260
Advanced Tree Care	\$26,216

Via email, the Board had unanimously approved Advanced Tree Care. Deborah McGraw has prepared the final contract documents for the Phase II tree pruning project it is now pending formal approval by the Board. On a motion duly made (Dooher) and seconded (Albrecht) and passed by unanimous vote, the Board approved the specifications and contract as submitted by Advanced Tree Care. It was further reported that this project would start on approximately July 1, 2009.

Mr. Dooher reported that he would be meeting again in early June with the San Mateo Fire Marshal to hopefully finalize the agreement on sharing financial costs for the firebreak work where city and association boundaries overlap.

**Sewer Laterals Maintenance** – Bob Kiss noted that he attended the San Mateo United Homeowners Association (SMUHA) meeting on May 21<sup>st</sup>. No one at SMUHA had any specific experiences with the question of sewer lateral responsibility on private lanes. But, he did make a contact on the Public Works Commission and was advised to request a meeting with the head of the Department of Public Works (DPW). The Board endorsed sending a meeting request. Bob will draft the letter for Board review.

**Parkwood Drive Activities Concerns Follow-Up** – Pending installation of no dumping signs by the City of San Mateo. The Board requested that PML continue to follow up with the city to get closure.

**Street Sweeping Follow-Up** – Bob Kiss noted that the SMUHA group also advised requesting a meeting with the DPW head to discuss. This will be included in the letter mentioned earlier.

**NEW BUSINESS**

**Completion of Adoption of Declaration Changes Approved in 2009 Annual Meeting** – Board member Rhoda Meade confirmed that she signed the necessary document at the office of association attorney John Garvic. It was requested that PML follow up on this issue with Garvic and find out if the documents have been filed with the County of San Mateo yet. Additionally, the Board would need a copy of the signed document to post on the website. Owners would also need to receive a paper copy of the amended Declaration. PML was requested to confirm with Garvic if he will be preparing the copies (as per his earlier offer).

**CORRESPONDENCE REVIEW**

The Board reviewed the correspondence. On the topic of the landscape maintenance near the tennis courts (Denali association property), the Board agreed to have Bob Kiss meet with a Denali Board representation to discuss ensuring proper landscape maintenance. Finally, it was noted that review of the action list would be made via email.

**ADJOURNMENT**

The next Board of Directors Meeting was scheduled for Tuesday, June 23, 2009. There being no further business before the Board, the Meeting was adjourned at 7:00pm.

Respectfully Submitted,

Joseph D'Agostino, CCAM  
PML Management Corporation

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