

# SUGARLOAF HOMEOWNERS ASSOCIATION

## Minutes of the Board of Directors Meeting

October 27, 2009

### ORDER

The Meeting, which was held in the office of PML Management Corporation, was called to order at 5:40pm by President Bob Kiss. Other Board Members in attendance were Jack Albrecht and Larry Connell. Board Members Miles Dooher 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 submitted.

### APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the Minutes of the September 29, 2009 Board of Directors Meeting were unanimously approved as submitted.

### REPORTS

**Treasurer** – Mr. Connell reviewed the Draft Reserve Study provided by Trower Inc based on a walkthrough performed by Trower, Mr. Connell, and Mr. Dooher. Mr. Connell reviewed the budget numbers he had produced for the draft 2010 budget. The Board noted that they would review the draft budget, provide feedback off-line, and plan to approve a final draft at the next Board Meeting. The Board thanked Larry for his hard work in preparing the draft budget for 2010. The Board then reviewed account number 062-000870 and noted that no payment had been received to date for the 2009 association dues. The Board authorized PML to send a delinquency letter via certified mail on or after November 2. Ms. Davis reported that, in reviewing PML's records, there were no double payments made for the April 2009 Management Fees (follow up from last board meeting). She noted that the invoice was never processed. Mr. Connell stated that the management fees paid to date seem to be higher than what they should be and that he would double check his records on this topic. The Board repeated its request for PML to provide a copy of the letter sent to Allied Collections terminating the contract between the Association and Allied.

**Landscape Committee** – Mr. Albrecht noted that he and Mr. Dooher had performed a walkthrough with Cozzolino Landscape on October 6, 2009. He stated that Cozzolino Landscape would be laying down more wood chips along Parkwood Drive, with the work having started today. He also noted that Cozzolino Landscape had removed debris on a couple of separate occasions from the streets after the last rains and winds. The crew's work was much appreciated. Ms. Davis had noted that an Owner had reported that a Pine Tree near 1640 Toyon is declining. She had stated Advanced Tree Care recommended removal of the tree due to its condition, but stated that they could also fertilize the tree in an attempt to save it, which would take approximately one-two years to see improvement. The Board deferred any decisions until the issue was discussed with Mr. Dooher (Landscape Chair) upon his return, for his recommendation.

**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>
10.20.09	1821 Parkwood	Repaint home in scheme F	Approval letter sent 10.21.09
10.25.09	1661 Sugarloaf	Repaint garage door in scheme 2E	Approval letter sent 10.26.09
10.25.09	1928 Parkwood	Replace roof	Approval letter sent 10.26.09

Mr. Kiss noted that there has been a 50% response rate from Owners in accordance with the 2009 External Audit findings. To date, there have been 13 projects completed. The committee will continue to track compliance and update the Board.

### UNFINISHED BUSINESS

**Firebreak Agreement with City of San Mateo** – The Board had noted that the City had requested to be added on as an additional insured onto the Association’s Insurance Policy as a result of the proposed shared firebreak work arrangement. According to the Insurance Company, there would be an addition fee of \$150 per year added onto the Annual Premium to do so. The Board has communicated with the City on this point, indicating that any such fee seems appropriate for the City to pay. No response has yet been received. This is one of the remaining points to be resolved in establishing a long-term agreement for shared responsibility of firebreak costs in overlap property areas. The Board also questioned if a raise in premium was normal for addition on additional insured parties to an existing policy. Ms. Davis stated that she would follow up with a separate insurance company to see what the typical practices are and report back to the Board. Ms. Davis also noted that the reimbursement check from the City for the 2009 brush clearing work has not yet been received. Bob Kiss indicated he would follow up with the City on this last point, as the check was confirmed by the City to have been mailed to PML several weeks ago.

**Budget & Reserve Study Preparation** – Discussed as part of the Treasurer’s Report.

**Sewer Laterals & Street Sweeping (Update from Meeting with City)** – Mr. Kiss noted that he and Mr. Bernicchi had created a draft letter to be sent to all owners describing the procedures to follow in case of a sewer line problem. The responsibilities are difficult for the private lanes versus the city streets, and the intent is to provide clear direction to all owners. Mr. Kiss stated that he would provide the letter via email for the Board to review and propose any changes, with letter approval targeted for the next Board Meeting.

**Visitor Parking Discussion** – Ms. Davis presented the Board with the draft vehicle parking violation letter that could be placed on vehicles that are in violation of the visitor parking space rules. After a minor change in the draft notice, the Board unanimously approved the letter and requested that the final version be sent via email as well as copies brought to the next Board Meeting so Board Members can have them on hand when needed. The Board thanked Ms. Davis for providing the draft.

## **NEW BUSINESS**

**Entry Sign Monument** – Mr. Connell noted that the entry sign monument is presenting dry rot in the back of the sign and requested that PML have someone look at the sign and present proposal/recommendations on what needs to be fixed.

## **CORRESPONDENCE & ACTION LIST REVIEW**

The Board reviewed correspondence inquiring as to the status of ongoing discussions with the Denali HOA regarding landscape maintenance of the open space south of the tennis courts. Mr. Kiss mentioned that the Board has communicated several times to the Denali Board Members and/or the Denali Property Manager on this topic and on Denali’s landscape responsibility in this area. He indicated that the discussions were ongoing, and that he would communicate directly to the homeowners who had inquired about the status.

## **ADJOURNMENT**

The next Board of Directors Meeting was scheduled for Tuesday, November 24, 2009. 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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