

**SUGARLOAF HOMEOWNERS ASSOCIATION**

Minutes of the Board of Directors Meeting

Thursday, April 22, 2010

**ORDER**

The Meeting, which was held at 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. Sabrina Davis represented PML Management Corporation. Two other homeowners were present as well as Ms. Roxanne Murray with the City of San Mateo.

**OPEN FORUM**

An owner inquired about the status of the work on the fire hydrants throughout the development. There was hydrant/line cleaning activity going on over a month ago, but many of the hydrants were left in a state suggesting further work was needed. It was then pointed out that some of the hydrants were recently "completed" and back to original state. So, it was agreed that the program seems to be moving forward, and no further action is needed at this time.

**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 March 23, 2010 Board of Directors Meeting were unanimously approved as submitted.

**REPORTS**

**Treasurer** – The Board reviewed the draft financial statement for the period ending 3/31/10 as follows:

	<b>Month</b>	<b>Y-T-D</b>	<b>Budget</b>	<b>Variance</b>
Total Revenue	(1,401)	141,697	112,786	(28,911)
Total Maint. & Repairs	3,045	8,165	11,106	(2,941)
Total Utilities	(122)	1,788	3,684	(1,896)
Total Admin. Expenses	4,329	8,620	10,761	(2,141)
Total Reserve Expenses	0	0	180	(180)
Total Assets		374,220		
Total Liabilities		9,693		
Total Fund Balances		364,527		

- Treasurer Albrecht noted that a CD has been successfully opened with Borel Bank in the amount of \$102,092.25 for a 10-month term with a 1.1600% interest rate.
- The Board reviewed the aging report and noted that six homeowners still have not paid their dues. Ms. Davis also confirmed that account #062-000870 has been sent to ASAP for collections.

**Landscape Committee** – Mr. Dooher stated that some of the private streets were starting to crack and requested that PML have a paving company contact him to review the streets and possibly to provide a bid to reseal the streets. Mr. Dooher then requested that PML contact California Water to see if they can provide a credit to the January 2010 water bill, which was higher than normal due to an irrigation pipe leak. The leak couldn't be noticed right away due to heavy rains, so perhaps Cal Water would take that into consideration. Mr. Dooher then noted that an email was received from the Owner of 1573 De Anza Blvd. requesting that the trees behind his unit be trimmed. Mr. Dooher noted that the trees do not present a fire hazard and that if the Owner wanted the tree trimmed away from their property, they were approved to do so, at their expense, using a vendor approved vendor by the Association.

**Architectural Control Committee** – The Board reviewed the following projects, which were 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>
01/08/10	3416 Chris Lane	Replace garage door	Approval letter sent 04/06/10
04/01/10	1945 Parkwood Drive	Replace garage door	Approval letter sent 04/07/10

04/15/10	3405 Oakhill Court	Install HVAC unit	Approval letter sent 04/16/10 with conditions
04/18/10	3528 Broadview Court	Repaint front stair railings and fence	Approval letter sent 04/23/10

Mr. Kiss noted that the 2010 External Audit will be performed in May by the Architectural Control Committee and Board.

**UNFINISHED BUSINESS**

**A) Appointment of Replacement Director** – On a motion duly made and seconded, the Board unanimously voted to appoint Mr. Emile Nurisso to the Board of Directors, filling the director slot previously occupied by Larry Connell. His term will run until the election in January 2011. The Board then voted unanimously to elect Emile to the office of Secretary. The Board then noted that one more director is still needed to fill the position previously occupied by Rhoda Meade. The Board requested that PML provide Emile with a copy of the conflict of interest pledge required of all Board members.

**B) Dues Aging Report & Selection of Collections Agency** – Item was discussed under the Treasurer’s Report.

**C) Sugarloaf Monument Repair** – Item was tabled until the next meeting.

**D) Water Usage Monitoring** – Item was discussed under the Landscape Report.

**NEW BUSINESS**

**A) Garbage Collection & Street Sweeping – Follow-Up W/City of San Mateo Scheduling** – Recycling Project Coordinator, Ms. Roxanne Murray with the City of San Mateo made a presentation of the new garbage/recycling collection that will take effect starting January 1, 2011. Ms. Murray noted that the street sweeping and garbage collection contract with Allied Waste Management will not be renewed and that that contract was awarded to other companies. She stated that the intention is to have the current street sweeping scheduled stay the same (on a Monday), while the garbage day will change to another day of the week to accommodate for the street sweeping schedule. This change is intended to solve the issue whereby the private lanes were not being serviced by the street sweeper due to the presence of trash and recycling containers in the street. Ms. Murray also noted that the garbage/recycling collection will change to a three-container collection system with four different size containers. The three container system will consist of one black, one blue and one green container. The black container will be for normal garbage waste, the blue container will be for normal recycling (paper, cans, bottles, etc – no sorting required), while the green container will be for yard compost as well as biodegradable food products. The four different size container options will be 20, 32, 64 or 95 gallon containers. Residents will have the option to choose which size container(s) they wish to have, with some potential limitations. She noted that the three containers will be picked up by three different trucks, which will run back-to-back of each other on the same day provided at a weekly service for both trash and recycling (currently, recycling is only every other week). Ms. Murray then stated that, starting May 3, the City will be offering hazardous waste removal at no charge to the owner. The hazardous waste can consist of items from batteries, to televisions, to paint cans. Residents will be allowed as many pick-ups as they wish, but they need to request pickups. Ms. Murray finally noted that all residents in San Mateo County should expect to see informational packets on the new garbage/recycling system starting at the end of May, beginning of June 2010. Roxanne committed to contact our Association with further news regarding the shift in garbage pickup day beginning 2011. We should contact her if we do not hear from her by October (rmurray@cityofsanmateo.org).

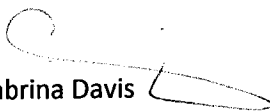
**CORRESPONDENCE & ACTION LIST REVIEW**

The Board reviewed the correspondence and action list with no comment.

**ADJOURNMENT**

The next Board of Directors Meeting is scheduled for Tuesday, May 25, 2010. There being no further business before the Board, the Meeting was adjourned at 6:53pm.

Respectfully Submitted,

  
Sabrina Davis  
PML Management Corporation