

SUGARLOAF HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
Tuesday, August 24, 2010

ORDER

The Meeting, which was held at the office of PML Management Corporation, was called to order at 5:41pm by President Bob Kiss. Other Board Members in attendance were directors Jack Albrecht, Miles Dooher, Emile Nurisso and Bob Bernicchi. 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 calendar was unanimously approved as amended. PML was requested to send an electronic copy of the updated calendar to Bob for posting on the association's website.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the Minutes of the July 27, 2010 Board of Directors Meeting were unanimously approved as corrected.

REPORTS

Treasurer – The Board reviewed the draft financial statement for the period ending 07/31/10 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	(10)	142,587	126,562	(16,025)
Total Maint. & Repairs	3,659	23,983	25,914	(1,931)
Total Utilities	2,544	4,907	8,596	(3,689)
Total Admin. Expenses	2,744	22,586	25,109	(2,523)
Total Reserve Expenses	0	0	420	(420)
Total Assets		343,522		
Total Liabilities		10,611		
Total Fund Balances		332,911		

Landscape Committee – Mr. Dooher reported that a homeowner, at 3408 Douglas Ct., had requested for the association trees behind their home to be trimmed for view. On a motion duly made and seconded, the Board unanimously approved the owner trimming the trees for view at their own cost, as the owner had all the proper paperwork in order and was using an approved vendor. Mr. Dooher then noted that the owner at 3528 Broadview was concerned about brush that was not trimmed when the fire break project had taken place. He stated that, after speaking with the Fire Marshal's office, the association's landscape contractor will be trimming the brush in accordance with the defensible space regulation. Mr. Dooher stated that the area in questions, behind Broadview, was not a part of the original fire break contract with the landscape contractor, for unclear reasons. On a motion duly made and seconded, the Board unanimously approved payment to Cozzolino Landscape to complete the brush clearing at the far end of Broadview up against Highway 92. The Board stated that this area behind Broadview will be included in the future contracts for the annual fire break work to clear brush. It was then stated that the three diseased pine trees that were previously removed on Parkwood Drive would be replaced with Evergreen Cedar trees.

Architectural Control Committee – The Board 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>
07.27.10	1565 De Anza	Repaint home in scheme D	Approval letter sent 08.02.10
08.11.10	3404 Oakhill	Repaint home in scheme I	Approval letter sent 08.18.10
08.10.10	1913 Parkwood	Replace retaining wall & backyard landscape changes	Approval letter sent 08.18.10
08.19.10	1944 Parkwood	Repaint home in scheme E	Approval letter to be sent

Mr. Kiss stated that he would have an external audit update at the next Board meeting.

Public Safety – There was no report.

UNFINISHED BUSINESS

- A) Private Lane Paving Project Update** – Mr. Dooher stated that all of the paving work has been completed as of August 22. He stated that PCS was very responsive during the project in meeting the Association's needs and in doing an excellent job. The Board then unanimously approved submitting the final payment to PCS for the services provided.
- B) Sugarloaf Monument Repair** – Action on item has been held over until the next Board Meeting.
- C) Water Usage Monitoring** – Mr. Albrecht noted that the water usage was in the same amount as the previous month and that the landscape committee was going to perform a walkthrough with the Landscape Company to review the irrigation usage. Mr. Albrecht noted that, while the water usage is the same range as last year the costs seems to have risen.
- D) Sewer Laterals Topic Update** – Mr. Bernicchi noted that the San Mateo Public Works Commission had been scheduled to hold a meeting on October 13th, and the sewer lateral issue is on their agenda. Based on the information the Board has to date, the Board believes the city will be proposing to stop providing city services for maintaining sewer laterals within San Mateo. He then noted that he would update the Board at the next meeting with a recommendation as to how Sugarloaf should participate at the Public Works Commission meeting.

NEW BUSINESS

- A) Association Insurance Policies Review** – The Board briefly discussed the need for a worker's compensation insurance policy and how it applies to the Association. It was noted that the existing worker's compensation policy covers the Board of Directors in case they perform any work for the association as well as providing coverage to committee members and any unlicensed vendors that work on Association projects (this would include vendors who indicated that they were insured but turned out to be under-insured or not insured at all). The Board unanimously approved the continued purchase of this insurance for the association.
- B) 2011 Draft Budget Review** – The Board agreed to review the budget and provide their inputs to PML via email for the next Board meeting.

CORRESPONDENCE & ACTION LIST REVIEW

Mr. Bernicchi notified the Board that when CalWater performs any work on the Association's private streets that the Association is generally not notified. He stated that he would write a letter to CalWater requesting that they notify the Association when future work is performed on any of the Association streets by CalWater or their hired vendors.

The Board requested PML to direct any calls regarding Recology directly to Bill Riley, Sugarloaf's Green Team Block Leader.

It was noted that the owner of 3413 Douglas had requested for a retaining wall to be built outside their fence line as dirt and rocks from the hillside was starting to encroach in their backyard. The Board agreed that they would review the area in question in determining an appropriate response to the owner's request. Mr. Dooher would also contact Cozzolino landscaping to participate in a review of the situation. Mr. Kiss will send an initial letter in response to the owner indicating that follow-up was in progress.

Ms. Davis noted that T-Mobile sent a letter proposing to install a cellular phone antenna box at the corner of Parkwood and De Anza, and would pay the Association for use of the land at a starting rate of \$250 per month. The Association requested that PML respond to T-Mobile to ask for further information, including obtaining a picture of the proposed box and whether the equipment would make any noises or interfere with surrounding electronics.

Mr. Albrecht noted that all of the "No Trespassing" signs were installed on the private lanes facing the Cherrywood canyon area. He also noted that one of these signs has since been removed, apparently by a resident. He noted that the signs were installed as a warning to the general public, as the common space at the end of the private lanes is very steep and risk of injury is significant.

The Board revisited previous communications from a homeowner regarding landscape maintenance at the Denali property adjacent to the tennis courts. The Board confirmed their previous decision that there was no reason for the Board to communicate further with Denali after their recent work to improve the landscaping condition.

The Board requested that PML fully investigate and report back as to why the August newsletter, which had been approved by the Board for distribution to homeowners, was never received by any homeowners.

ADJOURNMENT

The next Board of Directors Meeting is scheduled for Tuesday, September 28, 2010. There being no further business before the Board, the Meeting was adjourned at 7:25pm.

Respectfully Submitted,

Sabrina Davis
PML Management Corporation