

# SUGARLOAF HOMEOWNERS ASSOCIATION

## Minutes of the Board of Directors Meeting

December 21, 2010

### **ORDER**

The Meeting, which was held at the office of PML Management Corporation, was called to order at 5:40pm by President Bob Kiss. Other Board Members in attendance were directors Jack Albrecht, Bob Bernicchi, Miles Dooher, and Emile Nurisso. Deborah McGraw represented PML Management Corporation.

### **AGENDA & CALENDAR REVIEW**

The Board reviewed the Agenda and Calendar. It was noted that the February Board meeting would need to be delayed until Tuesday, March 1st, to allow sufficient time for the mandated election ballot return window. Deborah McGraw will confirm room availability at PML. PML was requested to send to the Board an electronic copy of the 2011 calendar (Bob will have posted on the web site).

### **APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made by Jack Albrecht, and seconded by Bob Bernicchi, the Minutes of the November 23, 2010 Board of Directors Meeting were unanimously approved as submitted. On a motion duly made by Emile Nurisso, and seconded by Miles Dooher, the Minutes of the November 23, 2010 Executive Session Meeting were unanimously approved as submitted.

### **REPORTS**

**Treasurer** — The Board reviewed the November 2010 financial statement as follows:

	<b>Month</b>	<b>Y-T-D</b>	<b>Budget</b>	<b>Variance</b>
Total Revenue	202	143,045	140,338	(2,707)
Total Maint. & Repairs	2,210	36,902	40,722	(3,820)
Total Utilities	627	11,602	13,508	(1,906)
Total Admin. Expenses	2,594	33,129	39,457	(6,328)
Total Reserve Expenses	0	13,113	660	12,453
Total Assets		297,551		
Total Liabilities		7,452		
Total Fund Balances		290,099	\$259,318 est year end	

Jack Albrecht mentioned that the water bills appeared to be high considering the recent rains. He decided to contact Jim Cozzolino about turning off the landscape water to DeAnza to reduce the water consumption.

**Landscape Committee**— Miles Dooher stated that there are 10 Pine trees which need to be removed because they are dying. Loral Tree Service has submitted a proposal for the removal of 8 Pine trees at a cost of \$1,888.00 and the two other trees are so small that Loral will remove them at no cost. Miles stated that 3 Poplar trees will be planted near 1858 Parkwood at a cost of \$165 each and 3 Cedar trees planted at the "rock" at \$165 each for a total of \$990. After some discussion a motion was made by Emile Nurisso, and seconded by Jack Albrecht, to approve of the tree removal and replacement at a total cost of \$2878. The motion was approved by a unanimous vote.

**3413 Douglas** - Miles Dooher reported that the owner did not accept the Board's offer of a \$200 contribution

toward the cost of removing pebbles from their flower beds and providing new soil. Bob Bernicchi made a motion to re- offer the \$200 and, if it is not accepted, then the offer is removed. Miles Dooher seconded the motion which was unanimously approved. Deborah McGraw was requested to draft a letter for Miles Dooher to review before it is sent to the owner

**1656 Toyon** - Miles Dooher reported that the Landscape Committee has reviewed the request by the owner for the Association to remove some trees along the walkway because it is believed that the tree roots are moving the walkway concrete. Upon inspection, the Committee determined that the walkway was settling naturally and not because of the tree roots. During this inspection, the Committee agreed to remove a few Association trees that needed removal because they were in decline.

**Architectural Committee** - The Board reviewed a response from the owner of 3401 Douglas regarding the noncompliant house painting scheme. Deborah McGraw was requested to send the owner the current approved paint colors, refer the owner to additional information on the Association's web site, and advise the owner that copies of Board Meeting Minutes prior to April 2007 can be obtained by contacting PML.

### **UNFINISHED BUSINESS**

- a) **Sugarloaf Monument Repair** — No report.
- b) **Sewer Laterals Topic Update** — Bob Bernicchi reported that he, Miles Dooher, and Bob Kiss (conference call) met with the Director of Public Works (DPW), Larry Patterson, and DPW analyst Tricia Toomey on December 17. At that meeting the DPW stated that they are continuing to look at various options regarding sewer lateral maintenance. In one option being considered, the City would discontinue its maintenance of sewer laterals under the public right-of-way. This would require homeowners serviced by such laterals to be financially responsible for sewer lateral maintenance and repair, analogous to the current situation for owners whose laterals are under private property (such as on our private lanes). In exchange for this relief of responsibility for the City, the City is evaluating a program to provide a certain amount of money as a grant to the property owner for repairs. This would include all homeowners, and not just those whose sewer laterals run under a public right-of-way. The City would also be looking to develop logistical assistance to homeowners, such as providing information on city-approved contractors, and potentially reducing fees and red tape associated with repairing a lateral under a public right-of-way. This topic will be brought up for discussion by the DPW at the Public Works Commission (PWC) meeting on 1/12/11. The Board will ensure that we have representation at that meeting to continue providing feedback to the proposals being developed. It is not expected that any decisions will be reached by the PWC at the 1/12 meeting. It is likely to just be informational in having the PWC provide further guidance to the DPW as they continue evaluating sewer lateral maintenance program options.
- c) **T-Mobile Proposal for Signal Equipment on Sugarloaf Common Space** — Emile Nurisso reported that Andrew Levy has been notified that T-Mobil's proposal could possibly be brought to the Sugarloaf membership for discussion at the Annual Meeting to be held in January 2011. However, Mr. Levy was also notified that the additional information requested by the Board needs to be reviewed by the Board before inclusion in the annual meeting packet. Only in the event that the Board determined the additional information supported the Board making a recommendation to the membership to approve the installation of the signal equipment would the membership be asked to vote on such an installation.
- d) **Review Annual Meeting Information Package** — The Board reviewed a draft Annual Meeting packet prepared by Deborah McGraw. It was agreed that Debbie would provide a final draft via email for Boar review prior to package distribution. The Board also decided to provide a stamped envelope addressed to PML for the return of the ballots.

- e) **Sidewalk Repair / Parkwood Bump Repair** — Bob Kiss reported that there are a number of sidewalks that need repair which are next to common area property. Deborah McGraw offered to work with Emile Nurisso and contact Precision Concrete Cutting who would provide a free estimate for the Board to review. Bob Kiss stated that there is a raised portion of Parkwood Drive near Broadview Court that is resulting in residents swerving into the opposite lane to avoid it. Bob Bernicchi offered to contact the Director of Public Works to pursue repair by the City.
- f) **Solar Power Systems** — Review Draft Policy — Bob Kiss provided a draft policy which the Board reviewed. On a motion duly made by Bob Bernicchi, and seconded by Emile Nurisso, the policy was unanimously approved to be presented in the Annual Meeting packet to the membership for comment. Members will have 30 days from receipt of the draft policy to provide comment. After 30 days, the final policy can become a Sugarloaf Operating Rule.

### **NEW BUSINESS**

- a) **SMUHA By-Laws Change Review** - Upon a motion duly made by Emile Nurisso and seconded by Bob Bernicchi, the Board unanimously approved of the proposed change to the San Mateo United Homeowners Association (SMUHA) Bylaws. The proposed change gives the SMUHA Board of Directors the ability to take a position on a topic of public interest, using their title as SMUHA officer, prior to a vote of the SMUHA reps. The allowance for the practice is provided only for the event where an important community issue arises between SMUHA meetings and a position is needed in a timely manner. To follow the practice, the entire SMUHA executive Board must unanimously approve of issuing the position.
- b) **High Speed Rail** - Bob Kiss reported that SMUHA is looking for homeowner associations to provide their overall position on the California High Speed Rail project. After some discussion, a motion was made by Bob Kiss to state that Sugarloaf HOA does not currently have a position on the subject. Miles Dooher seconded the motion, which was unanimously approved.

### **CORRESPONDENCE REVIEW**

The Board reviewed the Association's insurance renewal information as provided by Bay Area Insurance. On a motion duly made by Miles Dooher, seconded by Emile Nurisso, the Board unanimously approved of the renewal on 1/19/11 with an increase of \$123 for an annual premium of \$5915. This insurance package includes the general liability, umbrella coverage, Directors and Officers coverage, and Fidelity Bond.

### **ADJOURNMENT**

The next Board of Directors Meeting is scheduled for Tuesday, January 25, 2011. There being no further business before the Board, the Meeting adjourned into executive session to discuss a homeowner issue at 7:31pm.

Respectfully Submitted,

Deborah McGraw, CCAM  
PML Management Corporation