

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

January 19, 2010

ORDER

The Meeting, which was held at the San Mateo Senior Center after the Annual Meeting of Members, was called to order at 7:18pm by President Bob Kiss. Other Board Members in attendance were Jack Albrecht and Rhoda Meade. Board Members Larry Connell and Miles Dooher 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 December 22, 2009 Board of Directors Meeting were unanimously approved as amended.

REPORTS

Treasurer – The Board reviewed the draft financial statement for the period ending 12/31/09 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	0	141,476	141,476	0
Total Maint. & Repairs	2,285	39,303	50,685	(11,382)
Total Utilities	329	15,642	14,000	1,642
Total Admin. Expenses	4,950	39,550	43,220	(3,670)
Total Reserve Expenses	0	26,361	48,167	(21,806)
Total Assets		278,511		
Total Liabilities		37,097		
Total Fund Balances		241,414		

Mr. Kiss noted that account number 062-000870 still has not paid their 2009 Annual Dues, as their previous check was returned. Mr. Kiss stated that he would talk with the Owner and notify him that there will be intent to send the Owner's balance to a collections agency, which will increase the total amount due, if the dues are not paid in a timely manner. Mr. Kiss then requested that PML provide the Board a list of unpaid dues after February 15, 2010, which is the delinquency date for the dues.

Landscape Committee – Mr. Albrecht noted that the monument sign has structural issues and the committee continues to evaluate repair options, or possible replacement. He suggested the Board visit some existing stone (granite) signs to get a flavor for how those might look as replacements. He also noted that he, Mr. Dooher and Cozzolino Landscaping are going to meet with California Water to review the water usage and determine if all water meters are functioning properly. This is based on some recent water bills that seem to suggest significant usage even though the irrigation systems are turned off for the winter. They will also look for any potential system leaks.

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>
01/10/10	3416 Chris Lane	Perform gutter & downspout repairs and replacements	Approval letter sent 01/12/10
01/13/10	1509 De Anza	Trim trees in common area (at owner's expense)	Approval email sent 01/13/10

UNFINISHED BUSINESS

Firebreak Agreement with City of San Mateo – Mr. Kiss noted that the agreement is currently being reviewed by the City Attorney and that they hope to have a signed agreement within the upcoming month.

2010 Election Preparations – Confirm Final Candidates & Ballot Package – The Board reviewed and unanimously approved the ballot package for mailing.

Visitor Parking Policy Follow-Up – Mr. Kiss noted that there are still some issues with the visitor parking spaces. Ms. Davis stated that she would send the Board a draft letter that will be sent to all absentee owners stating that they have provided their tenants with the rules and regulations of the Association. The letter will also include a roster update form. Mr. Kiss also noted that a short paragraph will be written in an upcoming newsletter regarding parking and garage storage.

Confirmation of HOA Insurance Renewal – On a motion duly made and seconded, the Board unanimously approved renewing the Association's Insurance.

NEW BUSINESS

There was no new business.

CORRESPONDENCE & ACTION LIST REVIEW

The Board was requested to review the action list and submit any changes via email. There was no correspondence for review.

ADJOURNMENT

The next Board of Directors Meeting is scheduled for Tuesday, March 2, 2010. Pending receipt of a quorum of votes, the election ballots will be counted by PML at the meeting. There being no further business before the Board, the Meeting was adjourned at 7:50pm.

Respectfully Submitted,

Sabrina Davis
PML Management Corporation

Jan10Min.sug