

# SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

Tuesday, July 27, 2010

## ORDER

The Meeting, which was held at the office of PML Management Corporation, was called to order at 5:38pm by President Bob Kiss. Other Board Members in attendance were directors Jack Albrecht, Miles Dooher and Emile Nurisso. Sabrina Davis represented PML Management Corporation. One other homeowner was also present.

## 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 May 25, 2010 Board of Directors Meeting were unanimously approved as corrected.

## REPORTS

**Treasurer** – The Board reviewed the draft financial statement for the period ending 04/30/10 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	643	142,340	116,230	(26,114)
Total Maint. & Repairs	3,029	11,194	14,808	(3,614)
Total Utilities	332	2,120	4,912	(2,792)
Total Admin. Expenses	3,578	12,199	14,348	(2,149)
Total Reserve Expenses	0	0	240	(240)
Total Assets		366,356		
Total Liabilities		7,738		
Total Fund Balances		358,618		

- Mr. Albrecht noted that one of the checks processed by the bank did not have any Board signatures on it and one other only had one signature on it and requested that PML follow up to see how a check was processed with out any signatures. Mr. Albrecht also noted that the check numbers on the financial statement did not match the check register and also requested that PML follow-up.
- Mr. Albrecht stated that one of the checks that were processed with no signatures was for workman's compensation insurance for the Association. He requested PML follow up with the insurance agency to find out why the Association needed workman's compensation insurance.
- The Board then reviewed the aging report and noted that two owners still have not paid their 2010 annual assessment. The Board requested that PML contact the owners via phone call to ask status of payment and notify the owners that if no payment is received, then the Board could send them to collections, which could potentially double the total amount owed.
- Miles Dooher inquired as to the status of the shared landscape/water payments to Denali, since no payment seems to have been made for about 6 months. Ms. Davis indicated she would follow up to see if there was a reason or the absence of recent payments (other than the usual lack of invoicing by Denali).

**Landscape Committee** – Mr. Dooher noted that the brush clearing (Fire Break) project has been completed and the Association is currently waiting to be reimbursed by the City for their share of the cost of the project. It was noted that Association trees behind 1625 De Anza Blvd were trimmed without permission from the Association. PML was requested to send Bob Kiss the name of the tree service company that was seen onsite. Mr. Kiss would plan to follow up with that company and the property owner. Any homeowners wishing to trim trees should contact the Management Company for the proper procedures if they wish to have Association trees trimmed. This requirement has been publicized multiple times in the monthly newsletter, and will continue to be publicized into the future. Mr. Dooher then noted that a proposal was received from Cozzolino Landscapes to install four trees on Association property, three on Parkwood and one on Allison, for the total amount of \$725. On a motion duly made and seconded, the Board unanimously approved the proposal from Cozzolino to install the trees. Mr. Dooher finally noted that Pine Trees on Parkwood were observed to be infected with gall rust, and stated that he would soon propose a phased plan to remove and replace seriously affected Pine Trees. Mr. Dooher also noted that the committee requires that PML Maintenance supervisor Joe D'Agostino follow up with the committee on the Leafwood safety barrier repair job before the committee will recommend payment for services. PML was asked

about the frequency with which they are conducting the monthly audits called out in the property management contract. Ms. Davis agreed to discuss this topic at PML and report back at the next Board meeting.

**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>
05.07.10	3400 Oakhill	Install HVAC unit	Approval letter sent 06.07.10
06.13.10	1945 Parkwood	Repaint home in Scheme G	Approval letter sent 06.28.10
06.15.10	1400 De Anza	Repaint home in Scheme B	Approval letter sent 06.29.10
07.12.10	1645 Toyon	Replace garage door	Approval letter sent 07.26.10

**Public Safety** – Mr. Albrecht followed up on missing “No Trespassing” signs at the ends of some of the private lanes (overlooking the Cherrywood canyon space owned by the Association). The Board unanimously approved Mr. Albrecht’s suggestion to post small signs on the end of lane barriers. Mr. Albrecht also indicated that he has been in contact with the City of San Mateo regarding some issues with Speed Limit and No Parking signs around the Association, and will report back once the City has addressed the issues.

**UNFINISHED BUSINESS**

**A) Appointment of Replacement Director** – On a motion duly made and seconded, the Board unanimously voted to appoint Mr. Bob Bernicchi to the Board of Directors, filling the director slot previously occupied by Rhoda Meade. His term will run until the election in January 2011. The Board then voted unanimously to elect Mr. Bernicchi to the position of Member-At-Large.

**B) Sugarloaf Monument Repair** – Action on item has been held over until the next Board of Directors Meeting.

**C) Water Usage Monitoring** – It was noted that as the irrigation system was turned on in June, the water usage would be closely monitored, as invoices were received showing increased usage.

**D) Sewer Laterals Topic Update** – Mr. Bernicchi noted that the Board had sent a letter to the City Council regarding the maintenance of the sewer laterals in private streets. He stated that there is a meeting scheduled for October 13 at the Public Works Commission to review the maintenance of the lines. It is currently believed that the City is going to recommend that they, the City, not maintain any laterals (in public or private streets) lines, and make them the property owner’s responsibility. Mr. Bernicchi recommended the Board members attend the meeting and encourage the Commission to have the City maintain sewer laterals in private streets (and continue to maintain laterals in public streets). The Board agreed to further discuss this issue at their August meeting.

**NEW BUSINESS**

**A) Private Lane Paving Project** – The Board reviewed the following bids to perform asphalt repairs and sealcoating the private lanes; 1) American Asphalt at \$12,963, 2) Paving Construction Services, Inc. at \$13,112, 3) Pacific Surfacing Inc. at \$14,775, and 4) Black Diamond Paving at \$16,871. On a motion duly made and seconded, the Board unanimously approved Paving Construction Inc. to perform the asphalt repairs and sealcoating as the Board was content with their references and previous work on other projects. The Board then noted that the next step would be to hold a pre-construction meeting with Paving Construction Inc. to review the finer details of the project.

**CORRESPONDENCE & ACTION LIST REVIEW**

The Board reviewed correspondence from an owner in regards to the new recycling program that will be implemented in January and noted that there was nothing further the Board needed to do. Mr. Kiss noted that the San Mateo United Homeowners Association (SMUHA) has entertained discussion on the topic and is working with the recycling vendor to raise potential concerns. The Board agreed that this is a program that the City is implementing for a number of worthy reasons including improved efficiency and ergonomics of the collection process as well as compliance with state recycling requirements. To that end, the Board supports the City’s program. The Board will work to provide as much helpful information as possible to owners through email and newsletter articles (and was first mentioned in the July newsletter).

The Board reviewed correspondence from an owner in regards to landscape maintenance at the Denali Association property on Parkwood Drive, bordering Sugarloaf property. A Sugarloaf owner had communicated with Denali and the San Mateo Fire Department over the owner’s concern about some trees in poor condition that the owner viewed as a potential fire hazard. The Fire Department sent Denali a letter reminding them of their fire prevention

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responsibilities, and some action had been taken. The Board has thanked the Sugarloaf owner for pursuing the issue, and felt no further action was required.

The Board reviewed correspondence from a Sugarloaf owner concerning a proposed retaining wall to prevent dirt from moving downhill in the direction of their property. The Board decided that a visit to the property in question was warranted to determine any appropriate next steps. The Board also reminded PML that any correspondence from owners to the Association care of PML needs to be communicated to the Board very quickly, with a target of within 24 hours via email.

**ADJOURNMENT**

The next Board of Directors Meeting is scheduled for Tuesday, August 24, 2010. There being no further business before the Board, the Meeting was adjourned at 7:53pm.

Respectfully Submitted,

Sabrina Davis  
PML Management Corporation