

# **SUGARLOAF HOMEOWNERS ASSOCIATION**

Minutes of the Board of Directors Meeting

November 23, 2010

## **ORDER**

The Meeting, which was held at the office of PML Management Corporation, was called to order at 5:30pm 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.

## **OPEN FORUM**

Two Sugarloaf owner and one neighbor to Sugarloaf attended to inquire about the T-Mobile item in the agenda regarding a proposal to install cell phone signal equipment on Association common space.

1416 DeAnza – This owner expressed concerns about the installation, including health concerns, being a cancer survivor and concerns about impact to small kids.

Owner at 1719 Parkwood (non Sugarloaf owner). Concerned, indicated that a utility worker in the area, when asked, said that there was a proposed potential cell phone signal equipment site adjacent to his property. Called city of San Mateo to confirm (which they did). He indicated that his wife is a cancer survivor and wants to know specific location and what it would look like. He asked if the unit could be hidden from general site, such as being placed underground or otherwise depressed below surface level. It was further mentioned that any box placed at ground level would certainly be considered for being enclosed by a fence that could perhaps be landscaped. The owner further said that cell phone signal sites don't require a public hearing or notice of neighbors within 100 feet. Emile Nurisso stated that this information was incorrect. The city will have to approve of the installation and will have to notify neighbors within 500 feet of the proposed installation (as per his discussions with the city).

Emile – showed a map to those present and general style of proposed antenna (though the Board does not have a confirmation of the exact system configuration proposed). Bob Bernicchi indicated that the FCC regulates these type of signal generators, so that any installation would be required to meet FCC regulations. Bob Kiss explained that T-Mobile contacted the HOA to propose an installation. He further clarified that the Board has made no decisions, and is simply in the process of considering all the information and the proposal. There is a financial incentive to the HOA for allowing the installation. Finally, he stated that the Board is in the process of researching the topic in terms of what steps would need to be taken to move forward with such an arrangement, such as whether the Association members would need to approve. The Board expects to answer these questions in the next month. Based on that information, plus the pending further information from T-Mobile on the installation proposal, the Board will be working to make a decision soon as to whether they think it is in the Association's best interest to work toward acceptance of the proposal (and the process that may entail).

## **AGENDA & CALENDAR REVIEW**

The Board reviewed the Agenda and Calendar. Deborah McGraw was requested to ask Bay Area Insurance if all the Association's policies could renew on January 19<sup>th</sup> instead of having the worker's compensation policy renew in June 2011. A date has been set for December 17<sup>th</sup> for the PML performance review meeting.

## **APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made by Bob Bernicchi and seconded by Miles Dooher, the Minutes of the September 28, 2010 Executive Session and the October 26, 2010 Board of Directors Meeting were unanimously approved as submitted.

## **REPORTS**

**Treasurer** – The Board reviewed the October 2010 financial statement as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	126	142,843	136,894	(5,949)
Total Maint. & Repairs	3,050	34,692	37,020	(2,328)
Total Utilities	2,355	10,975	12,280	(1,305)
Total Admin. Expenses	2,969	30,535	35,870	(5,335)
Total Reserve Expenses	0	13,113	600	12,513
Total Assets		303,204		
Total Liabilities		7,876		
Total Fund Balances		295,328	\$259,318 est year e	

**Landscape Committee** – Miles Dooher reported that the landscape committee is very pleased with Jim Cozzolino’s landscape service and has agreed to give him a 5.2% raise effective January 2011. Deborah McGraw was requested to contact Jim Cozzolino with the good news.

Miles Dooher stated that a proposal has been received from Loral Tree Service for the Pine tree on Association property bordering 1653 Toyon. The cost to prune the tree is \$584 and the cost to remove it is \$1752. It was agreed to have the tree pruned at this time. Deborah McGraw stated that the owner of 1656 Toyon has contacted her and would like the Landscape committee to review her request to remove a common area tree that is lifting her walkway. Miles Dooher stated that the Committee will review the request. The Board then discussed the drainage situation at 3413 Douglas Court and agreed to have the Association’s landscape contractor maintain the French drain located at the common area / home boundary. There was a discussion regarding the owner’s request for the Association to share the cost to remove the existing rock and soil from the planters inside the fence and infill with new topsoil. After some discussion, a motion was made by Miles Dooher, seconded by Emile Nurisso, and unanimously approved to contribute \$200 toward the cost and the Board instructed Deborah McGraw to send a letter to the owners notifying them of the Board’s decision.

The Board also reviewed the following:

- Monthly landscape maintenance report from Jim Cozzolino for the month of October
- An email sent from PML to 1412 De Anza clarifying the defensible space requirements
- Letters sent to the owners of 3516 and 3532 Broadview asking them to clean up their landscaping no later than 1/15/11.
- A second letter sent to the owner of 3520 Broadview asking them to clean up the landscaping no later than 12/15/10.

The Board adjourned into Executive Session to receive advice on legal issues from Attorney John Garvic at 6:15pm. The regular Board of Directors meeting reconvened at 6:55pm.

**Architectural Committee** – The following approval has been granted since the last board meeting:

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
11/5/10	1628 Toyon	To paint the garage door in KM Doeskin	Approval letter sent 11/15/10
10/28/10	1658 Sugarloaf	To remove the tree (non-support) beams at the front of the house	Approval letter sent 11/4/10

**3401 Douglas** – Bob Kiss stated that upon researching the Association’s documents it has been determined that this home has been painted in an unapproved color scheme since 2002. Since it appears to be currently up for sale, the Board agreed that potential new owners need to be notified that the home is in violation of the governing documents by being out of compliance. It was agreed that the home will be required to be brought

into compliance the next time it is painted, and that the current owner and any new owner should be clearly informed of this situation. A letter has been drafted by Bob Kiss which will be mailed by Deborah McGraw to the owner of 3401 Douglas as certified/return receipt).

### **UNFINISHED BUSINESS**

**Sugarloaf Monument Repair** – Jack Albrecht reported that he has allotted money in the 2011 budget to replace the monument.

**Water Usage Monitoring** – Jack Albrecht reported that the usage has been significantly reduced and that Jim Cozzolino has turned off the water to the irrigation for the winter months.

**Sewer Laterals Topic Update** – Bob Bernicchi reported that he believes the Public Works Department may take another proposal to the Public Works Commission at the January 2011 meeting. Bob then stated that he will request a meeting with the Department of Public Works to discuss the issue in advance of the PWC meeting.

**T-Mobile Proposal for Signal Equipment on Sugarloaf Common Space** – The Board discussed the need to receive relevant information on a site where similar construction has been made, determine the steps necessary to approve of a multiyear contract with T-Mobile, if allowed by the governing documents, and have the Association's attorney review/revise any proposed contract as necessary. The Board asked Emile Nurisso to communicate back to T-Mobile the information needed for the Board to make a determination of interest in pursuing the proposal. It was noted that, if entering into a contract with T-Mobile for the signal equipment requires Association approval, then the Board would want to include this topic in the Annual Members Meeting in late January and in the 2011 elections process that begins at the meeting.

**2011 Final Budget Review & Approval** – On a motion duly made by Jack Albrecht and seconded by Emile Nurisso, the Board unanimously approved of the 2011 Budget which calls for annual dues to remain at the current level of \$626 per unit per year.

### **NEW BUSINESS**

**Approve Annual Auditor** – On a motion duly made and seconded, the Board unanimously approved to have CPA Karen Hahn perform the annual audit and tax preparation at a cost of \$1800.

**Review Annual Meeting Information Package/Schedule Meeting Time & Date** – Deborah McGraw stated that the San Mateo Senior Center has confirmed availability in their conference room on 1/18 or 1/25/11 for the 2011 Annual Meeting of Members. The Board requested Deborah to send the candidacy forms to Emile Nurisso and Bob Bernicchi who will be running for reelection.

**Solar Power Systems** – Bob Kiss stated that he has received an email from homeowner who is interested in installing solar power at their home. Bob agreed to provide the Board with a draft policy for solar installation for review at the December Board meeting.

### **ADJOURNMENT**

The next Board of Directors Meeting is scheduled for Tuesday, December 21, 2010. There being no further business before the Board, the Meeting adjourned at 8:15pm.

Respectfully Submitted,

Deborah McGraw, CCAM  
PML Management Corporation