

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

Tuesday, October 26, 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 and Emile Nurisso. Board Member Miles Dooher was absent. Deborah McGraw and Mark D'Ambra represented PML Management Corporation.

OPEN FORUM

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. It was agreed to move the December Board meeting to December 21. PML was also reminded to send the quarterly updated owners roster to the Board. Finally, PML was requested to propose potential meeting dates for the annual PML performance review.

APPROVAL OF PREVIOUS MEETING MINUTES

A motion was made by Jack Albrecht, and seconded by Bob Bernicchi, the Minutes of the September 28, 2010 Board of Directors Meeting were unanimously approved as submitted.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	3	142,590	130,006	(12,584)
Total Maint. & Repairs	4,399	28,382	29,616	(1,234)
Total Utilities	2,000	6,907	9,824	(2,917)
Total Admin. Expenses	2,658	25,244	28,244	(3,000)
Total Reserve Expenses	2,623	2,623	480	2,143
Total Assets		328,971		
Total Liabilities		7,738		
Total Fund Balances		321,233		

PML was requested to research and clarify the receivables report with regards to Owner Code 62-00087 showing a negative balance.

Landscape Committee – In the absence of Miles Dooher, Emile Nurisso stated that on Association property behind 3536 Broadview, 3 dead Pine trees have been removed at the Board's request. The Board then discussed 2 homes on Broadview whose landscaping has deteriorated. Emile stated that he would discuss the situation with Miles Dooher upon his return and contact Deborah McGraw with the specific addresses so letters can be sent stating the Association's requirement for landscape improvements. There was a discussion regarding a request from the owner of 1412 De Anza to prune various Oak tree branches which the owner states are inside a 30 foot Defensible Space requirements. Deborah McGraw explained that the 30 foot requirement concerns dead or dying plants and not tree branches. Deborah agreed to respond to the owner via email. The owner of 1656 Toyon requested permission to remove some trees from their front lawn. The Board requested Deborah to research the CC&Rs to determine if Association permission is necessary (beyond City code requirements if the trees are Heritage trees. The Board believed that Association permission is not required, but asked that PML confirm this. Deborah stated that owner also wants a common area tree removed since it is lifting their front walkway. It was determined that the Landscape Committee will look into this and notify Deborah of their findings.

Architectural 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>
October 13, 2010	1858 Parkwood	Replace windows and patio door	Approval letter sent 10/15/10

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 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. Bob agreed to work with PML in drafting a letter.

UNFINISHED BUSINESS

- a) **Sugarloaf Monument Repair** – On hold per Jack Albrecht.
- b) **Water Usage Monitoring** – Jack Albrecht felt there might have been a recent increase in water usage and agreed to review the water bills with Jim Cozzolino in researching any potential leaks in the system.
- c) **Sewer Laterals Topic Update** – Bob Kiss, Bob Bernicchi and Emile Nurisso attended the October 13, 2010, Public Works Commission (PWC) meeting to discuss the sewer lateral maintenance topic being brought before the commission. The Department of Public Works (DPW) is proposing to stop providing city services to repair laterals under public right-of-ways. Sugarloaf HOA read a statement at the meeting in opposition to this proposed change in city code. Bob Bernicchi was happy to report that our statement seemed to have had the desired effect, as the PWC declined to endorse the DPW proposal. The topic was recommended to come back to the PWC after DPW has revised their proposal. The Board indicated that Sugarloaf HOA will continue to follow this topic and participate in the process.
- d) **2011 Draft Budget Review** – Jack Albrecht stated that he will work with Deborah McGraw on various modifications to the draft budget. Bob Bernicchi requested the Board to consider ensuring \$7500 exists every year in the reserve “account” for private street sewer lateral repairs. The budget will be reviewed for final approval at the next Board meeting.

NEW BUSINESS

- a) **T-Mobil Proposal for Signal Equipment on Sugarloaf Common Space** – Emile Nurisso reported that he, Miles Doohar, Jack Albrecht, Bob Bernicchi, and Deborah McGraw met with Andrew Levy of T-Mobil at the site where the proposed equipment will be installed. During discussion, Emile requested Andrew Levy to consider an increase in the monthly payment to the Association for providing access to T-Mobile to install the equipment and to provide a location close by where this type of equipment has already been installed that the Board can review. It was noted that the proposed contract will require Legal review before the Board can consider approval. It was agreed that John Garvic would be asked to review the proposed contract.
- b) **Barking Dogs Complaints** – The Board discussed a complaint from an owner who is experiencing problems with dogs barking at a neighbor’s home. It was agreed that the Board would communicate to this owner that if they have an issue, such as this, that they try and work it out with the other owner before involving the Board. Additionally, Bob Kiss agreed to research the city of San Mateo’s policies and enforcement on this subject and to include information to Association owners in the next newsletter.

ADJOURNMENT

The next Board of Directors Meeting is scheduled for Tuesday, November 23, 2010. There being no further business before the Board, the Meeting was adjourned at 6:52pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation