

SUGARLOAF HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
Tuesday, September 28, 2010

ORDER

The Meeting, which was held at the office of PML Management Corporation, was called to order at 5:35pm by President Bob Kiss. Other Board Members in attendance were directors Jack Albrecht, Miles Dooher and Bob Bernicchi. Board Member, Emile Nurisso was absent. Joseph D'Agostino represented PML Management Corporation.

OPEN FORUM

Board President, Bob Kiss wanted to inform the Board that he is in the process of researching the installation of solar panels on his roof and may be requesting the approval of this type of installation. Bob felt that there are likely to be other owners interested in solar panel systems, and recommended that the Board of Directors consider developing a policy to govern the installation of solar systems and help in the review of such projects.

It was noted that the next Newsletter should include a reminder to homeowners to take in their garbage and recycle containers after pick up.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. It was requested that PML send an electronic copy of the calendar to the Board of Directors. It was noted that the selection of the Nominating Committee was on the calendar. On a motion duly made (Albrecht) and seconded (Dooher) and passed by unanimous vote, Bob Kiss was appointed as the chairman of the Nominating Committee with Board Members Miles Dooher and Jack Albrecht as members of the committee.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made (Albrecht) and seconded (Dooher), the Minutes of the August 24, 2010 Board of Directors Meeting were unanimously approved as amended.

REPORTS

Treasurer – The Board reviewed the draft financial statement for the period ending 8/31/10 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		

Board Treasurer, Jack Albrecht reported that the water expense for last month had a substantial increase; this was in part due to the irrigation system being turned on at certain locations as well as the California Water Service per unit cost increase in July.

Discussion took place on the new accounting software and the differences in GL account numbers at different locations in the financials.

Discussion also took place on an expense for GL 4415-1 and it not showing a credit received from the City of San Mateo on this item (for the city's reimbursement of their share of the firebreak brush trimming for 2010). PML stated they would send the backup for this GL number that will show the transactions that led to the final entry.

It was decided that Jack Albrecht and Miles Dooher would come down to PML Management on Monday, October 4th at 11pm to go over these concerns with the Accounting department.

Landscape Committee – Committee Chair, Miles Dooher reported on the following:

The committee requested approval of Loral Tree Care's proposal to remove three dead pine trees between Broadview Court/Highway 92 for the cost of \$765.00. The other bidder on this project, Arborwell, was \$3,486.00 for the same work.

On a motion duly made (Dooher) and seconded (Albrecht) and passed by unanimous vote, the Board approved Loral Tree Care to perform this work at a cost of \$765.00. It was requested that PML notify Loral of this approval.

- The request from the homeowner at 1849 Parkwood to trim an oak tree in her yard, work is to be performed by Arborwell. On a motion duly made (Dooher) and seconded (Albrecht) and passed by unanimous vote the Board approved this action and requested that PML send out an approval letter.
- The Committee proposed an increase in monthly service fee of 5% be put in the 2011 budget for Cozzolino Landscape, as well as an addition of \$400.00 for the weed abatement, behind Broadview, to be part of the new contract. The Board decided to wait until the contract was renewed and see what type of increase Cozzolino would ask for, but in the meantime they would budget for an increase. It was also agreed that the Board would work to switch the Cozzolino contract to a Jan-Dec time frame if possible.
- It was also requested that the Board of Directors budget for the removal of dead pine trees (gall rust) on Parkwood Drive near Toyon Drive. The recommendation is to place \$2,000.00 in the budget over the next three years for the removal of 3 to 4 of these trees per year until they are all removed. This amount would also include an allotment for the planting of new trees (type TBD) to replace the old ones.
- Requested that PML contact Cozzolino to inquire about the proposal to investigate the catch basin at unit 3413 Douglas.

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>
08.25.10	1661 De Anza	Repaint Home – Stucco/Garage Door in Bone, Wood Trim in Saddle Brown	Approved 08.31.10
08.19.10	1944 Parkwood	Repaint Home in E scheme	Approved 08.23.10
09.09.10	1924 Parkwood	Replace backyard fence	Approved 09.13.10
09.20.10	1642 Sugarloaf	Replace south facing wood siding (repaint in existing colors)	Approved 09.23.10
09.22.10	1940 Parkwood	Replace windows	Approved 09.24.10
09.22.10	1638 Sugarloaf	Replace roof	Approved 09.24.10

Committee Chair, Bob Kiss reported that about 40% of the homeowners receiving 2010 exterior audit notifications have responded (completed the work or committed to completing the work). This response rate is about typical for the four-month point after the audit.

Public Safety – There was no report.

UNFINISHED BUSINESS

- A) Sugarloaf Monument Repair** – Jack Albrecht reported on options for a new sign and gave some samples at other Associations. One quote stated the cost would be around \$1,800.00 to re-do the sign not including the lettering. Mr. Albracht reported he was still waiting on a cost to fabricate and install the lettering.
- B) Water Usage Monitoring** – Mr. Albrecht noted as reported above the water cost has increased. The usage seems normal for this time of year.
- C) Sewer Laterals Topic Update** – Mr. Bernicchi noted that the San Mateo Public Works Commission is scheduled to hold a meeting on October 13th, and the sewer lateral issue is on their agenda. Based on the information the Board has to date, the Board believes the city will be proposing to stop providing city services for maintaining sewer laterals within the city of San Mateo. Some discussion took place on whether or not the Association should put aside funds as sort of an insurance policy to maintain sewer laterals in public right-of-ways. It was decided that the Board would advocate at the Commission meeting that responsibility should continue to be the city’s, and not the individual homeowner. Notification would be given to the Sugarloaf homeowners when any action is taken by the Commission. Mr. Bernicchi stated that he would let the Board know what place on the October 13 meeting agenda this discussion will take place as soon as he finds out so the Board can prepare a strategy and a presentation for the meeting.

D) 2011 Draft Budget Review – The Board discussed aspects of the current budget draft and agreed to review the budget at the October 4, 2010 finance meeting at PML management.

NEW BUSINESS

CORRESPONDENCE & ACTION LIST REVIEW

The Board reviewed correspondence in the meeting packet with the following comments:

- CalWater notification regarding construction work on the private streets at Sugarloaf - Bob Bernicchi stated he would follow up with CalWater on this matter.
- Follow up with the City of San Mateo regarding the conflict between the street sweeping and the garbage pickup. Bob Kiss to contact Roxanne Murray at the city to prompt an answer on this issue resolution.
- **T-Mobile-** The rep from T-Mobile has stated that the only noise that will be emitted from the equipment will be lower than a regular AC unit; the only lights that will be around the equipment will be the existing lights; and he has included a picture of the box for the Board to review. The Board agreed that they want to see a similar installation to fully understand the size, noise, and other attributes of the proposed installation. The Board requested that PML set up a meeting and walkthrough with T-Mobile to discuss this project further. No decisions will be taken on the T-Mobile proposal until further information is obtained.
- Bob Kiss requested that PML edit the correspondence on page 35 of the meeting packet (Sugarloaf HOA “biography” to reflect that the information shown was provided to the San Mateo Unified Homeowners Association in response to that organization’s request to highlight Sugarloaf at their September meeting.

ADJOURNMENT

The next Board of Directors Meeting is scheduled for Tuesday, October 26, 2010. There being no further business before the Board, the Meeting was adjourned into Executive Session to discuss performance and legal issues at 7:15pm.

Respectfully Submitted,

Joseph D’Agostino, CCAM
PML Management Corporation