

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

April 26, 2011

ORDER

The Meeting, which was held at the office of PML Management Corporation in San Mateo, was called to order at 5:40pm by President Bob Kiss. Other Board Members in attendance were directors Bob Bernicchi, Miles Dooher, and Emile Nurisso. Board member Jack Albrecht was absent. Deborah McGraw and Christina Forrest represented PML Management Corporation.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Emile Nurisso, and seconded by Miles Dooher, the Minutes of the March 1, 2011 Board of Directors Meeting were unanimously approved as amended.

REPORTS

Treasurer — The Board reviewed the draft March 2011 financial statement as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	136	141,911	35,991	(105,920)
Total Maint. & Repairs	8,250	13,834	11,355	2,479
Total Utilities	496	1,333	3,750	(2,417)
Total Admin. Expenses	2,994	10,864	10,362	502
Total Reserve Expenses	850	1,030	12,663	(11,633)
Total Assets		404,057		
Total Liabilities		6,987		
Total Fund Balances		397,071	\$270,528 est year end	

Christina Forrest attended the meeting to provide information on CABanc operating account services in order for the Board to discuss the possibility of moving the Association's operating account from US Bank to CABanc. The Board was informed that there is a strong likelihood that account fees will significantly increase if Sugarloaf stays with US Bank (due to so many of PML's clients moving their business to CABanc). After much discussion, the Board asked Christina if she would contact Borel Bank to obtain information from them as to their operating account services and if it would be compatible with PML's requirements.

The Board then reviewed a copy of the draft Audit as prepared by Karen Hahn, CPA. After some discussion a motion was made, seconded, and unanimously approved to mail the Audit to all owners.

The Board discussed changes in PML fees that had recently been communicated by PML. A request was made for PML to provide an accounting of the number of boxes that Sugarloaf has in storage at PML (due to the significant increase in storage fees).

Landscape Committee – The Board reviewed the landscape notes from J. Cozzolino for the month of February, March and April 2011. Miles Dooher reported that the tennis court expenses for the month of March 2011 were severely over budget due to the fact that First Equity, on behalf of Denali, just supplied the invoices for the 2nd, 3rd and 4th quarter 2010 in March 2011. Deborah McGraw was requested to contact First Equity in order to receive the quarterly invoices in a more timely manner. Miles noted that the Sugarloaf HOA irrigation controllers and control valves have been turned on at this point. Deborah was also requested to ask First Equity if they would help to coordinate Jim Cozzolino meeting with their landscape representative from Jensen

Landscaping in order to review the irrigation surrounding the tennis court due to water cost concerns. The Board then discussed the landscape issue at 3413 Douglas where the owners have accepted the Association's offer of \$200 toward removing pebbles from the flower beds and providing new soil. The Board unanimously decided that no further funds will be offered to the property owner. Miles then mentioned that the following homes have issues with dilapidated landscaping and asked Deborah McGraw to send them letters: 3405 Cheryl, 3512 Broadview and 3520 Broadview.

Architectural Committee – The following architectural approvals have been granted since the last board meeting:

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
4/11/11	3408 Douglas	Renovate the roof	Approved – letter sent 4/18/11
4/8/11	1901 Parkwood	To install solar panels	Approved- letter sent 4/18/11
4/7/11	1513 De Anza	To replace the roof over the garage	Approved – letter sent 4/13/11
4/19/11	1658 Sugarloaf	Repaint home in scheme J	Approval letter to be sent by PML

Bob also mentioned that the annual Exterior Audit will be performed by the Architectural Control Committee soon, probably in May 2011.

Public Safety – Bob Kiss stated that the Denali HOA has contacted him to discuss access to an area next to the tennis courts. There was a discussion regarding the neighborhood watch program, including the signs, which are in poor condition. A proposal was made to appoint a homeowner to update our Neighborhood Watch program. The proposal failed to pass, with a vote of 2 in favor and 2 opposed.

UNFINISHED BUSINESS

Sugarloaf Monument Repair/Replacement – Emile Nurisso stated that he and Jack Albrecht met with the San Mateo planner who confirmed that there is no need for a building permit to be obtained, and instead a use permit would need to be obtained at a cost of approximately \$230 to replace the sign. Emile then presented a revised proposal from RG Masonry, Inc. to remove the existing sign, leaving the existing stone columns in place, install concrete footing and replace the sign with concrete placing a stone cap on top of the wall at a cost not to exceed \$5000. No decision was reached regarding the revised proposal. The topic will be taken up for further discussion at the next Board meeting.

Sewer Laterals Topic Update – Bob Bernicchi reported that the hearing on the sewer lateral topic originally scheduled for the May 2011 PWC meeting has been postponed to June 2011. At the June meeting, a proposal may be presented by the city staff that would provide for the city being responsible for a portion of cost, probably with a maximum cap, to repair the sewer laterals serving private homes in both public and private streets.. The Board then discussed the possibility of having the Association match the city's contribution for lateral repairs.. Bob Bernicchi then suggested having the Association implement a onetime special assessment, at a later date, to create a fund for sewer repairs. No motions were made on either of these two scenarios. These proposals will be further discussed following both the PWC's and City Council's action on the city staff's proposal.

Sidewalk Repair – Deborah McGraw offered to meet with concrete repair companies in order to obtain bids for various repairs to areas of concrete that are lifting on sidewalks adjacent to the Association's common areas.

NEW BUSINESS

PML Contract Renewal – The Board reviewed the renewal contract requesting an increase in the monthly fee by 3%. On a motion duly made by Bob Bernicchi and seconded by Emile Nurisso, the Board unanimously approved of the contract.

ADJOURNMENT

The next Board of Directors Meeting is scheduled for Tuesday, May 24, 2011. There being no further business before the Board, the Meeting adjourned into Executive Session at 7:51pm to discuss a legal issue.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation