

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

July 26, 2011

ORDER

The Meeting, which was held at the office of PML Management Corporation in San Mateo, was called to order at 5:55pm by President Bob Kiss. Other Board Members in attendance were Directors Bob Bernicchi and Miles Dooher. Directors Jack Albrecht and Emile Nurisso were absent. Deborah McGraw 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 Miles Dooher, and seconded by Bob Bernicchi, the Minutes of the June 28, 2011 Board of Directors Meeting and Executive Session were unanimously approved as submitted.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	200	143,673	71,982	(71,69)
Total Maint. & Repairs	8,857	28,418	22,710	5,708
Total Utilities	2,415	5,485	7,500	(2,015)
Total Admin. Expenses	4,403	31,227	20,724	10,503
Total Reserve Expenses	1,110	1,139	25,326	(24,186)
Total Assets		363,557		
Total Liabilities		1,524		
Total Fund Balances		362,033	\$270,528 est year e	

The Board noted that there are currently four homeowners who have not paid their annual dues. One homeowner is currently in collections, another has filed bankruptcy and the other two have not responded to various collection letters. Deborah McGraw was requested to call the two homeowners who have not responded and ask them if they would send their payments to the PML office.

The Board also requested that PML send the draft 2011 budget documentation for review via email no later than the end of August. The Board will then be able to review offline and provide feedback for the September Board meeting.

Landscape Committee – Miles Dooher reported that the City of San Mateo has paid \$649.80 for their portion of the 2011 fire break brush clearing. Other items were discussed as follows:

- Commons space near 1834 Parkwood - fixed irrigation leak.
- De Anza by Laurelwood Park – Various shrubs trimmed/removed at the request of a homeowner.
- Denali Water Usage - Jim Cozzolino will meet with Jensen Landscaping to review the water usage around the tennis courts.
- 3520 Broadview – Landscape Committee met with the owner to discuss landscape issues. There has been no significant progress since their meeting.
- 3512 Broadview – no action to clean up the front yard landscaping since a letter was sent to them in May. It was agreed to have PML send another letter stating they have not complied with the Committee's request.
- 3524 Broadview – audit letter sent regarding landscaping issue
- Common space near 3400 Allison Court - A proposal from Timberline Tree & Landscape, Inc. has been approved at a cost of \$900 to remove deadwood and diseased branches on 3 Cypress trees.
- Common space near 1834 Parkwood - A proposal from Loral Landscaping, Inc. has been approved at a cost of \$366 to remove 1 Pine tree in the common area.

- 1553 De Anza – Owners approved to trim Oak trees for view in the common area behind their unit provided that Timberline Tree & Landscape, Inc, perform the work according to a proposal provided by the owners and reviewed by the Landscape Committee (and paid for by 1553 owner).

Architectural Committee – Bob Kiss reported that the Annual Audit letters have been mailed. The Board also reviewed the following architectural approvals which were granted since the last board meeting:

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
7/18/11	1569 De Anza	To install an iron rail next to the front steps	Approved
7/5/11	3404 Douglas	To replace the single paned windows with double paned windows	Approved

Public Safety – Bob Kiss reported that the 14 Neighborhood Watch signs have been ordered and should be installed soon, possibly within a few weeks.

UNFINISHED BUSINESS

Sugarloaf Monument Repair/Replacement – Bob Kiss reported that a proposal has been received from Signature Painting to repaint the entry monument at a cost of \$820, which was approved unanimously by the Board. A schedule for the painting will be provided to Bob Kiss so he can advise Jim Cozzolino to turn off the irrigation water near the sign.

Sewer Laterals Topic Update – Bob Bernicchi reported that a City Council Study Session meeting was held on 7/18/11. At the meeting, there were questions and concerns raised with city council, including some from the Sugarloaf board members in attendance. Based on this Study Session, a revised proposal from the Department of Public Works will be provided for future City Council consideration of the proposed new lateral maintenance program and municipal code changes. The Board will continue to monitor the progress and attend meetings or hearings, as appropriate, and report back.

Sidewalk Repair – This item was tabled for further discussion at the next meeting.

Neighborhood Watch Signs (Proposal to Replace) – See Public Safety report.

NEW BUSINESS

none

ADJOURNMENT

The next Board of Directors Meeting is scheduled for Tuesday, August 23, 2011. There being no further business before the Board, the Meeting adjourned into Executive Session at 6:45pm to discuss legal issues.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation