

## SUGARLOAF HOMEOWNERS ASSOCIATION

### Minutes of the Board of Directors Meeting

June 28, 2011

#### ORDER

The Meeting, which was held at the office of PML Management Corporation in San Mateo, was called to order at 5:45pm 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.

#### AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

#### APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Bob Bernicchi, and seconded by Miles Dooher, the Minutes of the May 24, 2011 Board of Directors Meeting were unanimously approved as submitted.

#### REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	131	143,473	59,985	(83,482)
Total Maint. & Repairs	3,326	19,561	18,925	636
Total Utilities	1,309	3,070	6,250	(3,180)
Total Admin. Expenses	3,528	26,824	17,270	9,554
Total Reserve Expenses	0	30	21,105	(21,075)
Total Assets		382,017		
Total Liabilities		3,400		
Total Fund Balances		378,617	\$270,528 est year end	

The Board reviewed accounts which are delinquent on their annual dues payment. After some discussion, the Board requested Deborah McGraw to contact two owners by phone to find out if they will be making a payment soon.

**Landscape Committee** – Miles Dooher reported on various irrigation repairs that have been made on the association's common area. There was a discussion regarding homes where the residents are not keeping up the landscaping on property. The Board discussed the need to follow the CC&Rs (Article 4 Repairs and Utilities, section 4.02(b) Owners, section 9.10(a) Assessment as Remedy) with notifying the property owner prior to proceeding with the Association getting involved with the property. Miles then stated that a response has been received from the owner of 3520 Broadview asking to meet with the landscape committee regarding the current condition of their landscaping. Miles agreed to contact the owner to have the committee meet with them on site.

The owner of 3400 Allison has requested the Association to prune 3 Cypress trees located in the common area behind their home. A proposal has been received from Loral Tree Service at a cost of \$1,485. Miles Dooher stated that he will obtain a bid from Timberline Tree & Landscape for the same work. Miles then made a motion to approve of the work with Timberline, provided that it meets the Board's typical expectations for this type of work and is not more costly than the bid from Loral Landscaping. Emile Nurisso seconded the motion, which was unanimously approved by the Board. The Board then discussed a proposal from Loral Tree Service to remove 2 dead trees behind 3413 Westwood Court. Bob Kiss stated that this home has been out of compliance with the CC&Rs regarding architectural issues for a long time, and recommended to have this proposed work put on hold until the owner brings their home into compliance with the CC&Rs per the repeated Association letters to that effect. The Board agreed, and Deborah McGraw stated she will contact Loral to inform them that this proposed work is on hold until further notice.

**Architectural Committee** – The Board reviewed the monthly inspection report provided by Deborah McGraw which was performed on 6/16/11. PML was requested to not perform the monthly inspection on Thursdays or Fridays, since trash pickup is on Friday. The Board is interested in getting a monthly update on which properties continue to leave trash or recycling bins in sight outside of the allowed timing (which is on Thursdays and Fridays). Bob Kiss reported that the annual architectural audit inspection has been completed and provided a list of owners whose home is out of compliance. Deborah McGraw was

requested to send notice letters to all the owners on the list which indicate a letter is required. Deborah McGraw then stated that the following Architectural request has been approved:

Date Received	Address	Description of Work	Status
6/14/11	3413 Cheryl Court	Replace the garage door in Navajo White	Approval letter sent

**Public Safety** – Bob Kiss reported that an owner on Leafwood had reported the street light out, which will be repaired by PML Maintenance since this is a private street. The Board discussed monthly light inspections and Jack Albrecht agreed to check the street lights on the private streets monthly.

#### **UNFINISHED BUSINESS**

**Sugarloaf Monument Repair/Replacement** – Emile Nurisso and Jack Albrecht reported that they recommend to repair the existing monument sign instead of changing the appearance to a concrete wall. The reason for this recommendation was a combination of cost considerations and difficulty in reaching consensus on the appropriate appearance for a replacement sign. A proposal was provided by KSM Habitat to repair the existing sign at a cost of \$900, which does not include repainting the sign after the repairs have been completed. Emile Nurisso then made a motion to accept the repair proposal by KSM at a cost of \$900, and obtain quotes to have it painted by another vendor. Miles Dooher seconded the motion, which was unanimously approved by the Board. The Landscape committee will need to have the Sugarloaf landscape contractor (Jim Cozzolino) detach the irrigation and/or electrical components from the back of the sign prior to the repair work beginning.

**Sewer Laterals Topic Update** – Bob Bernicchi reported that the proposed program will be presented by the Department of Public Works to the City Council on 7/18/11. Post-meeting clarification: This 7/18 meeting is a study session only; the City Council will not vote on the proposed program at that time. From the Sugarloaf review of the current plan, the most significant outstanding issues with the proposal are: How much money will the City allocate per year to the Grant fund? Why does the DPW continue stating the program will be on a first-come first-served basis? How has the city established ownership of laterals running through city streets? Bob Kiss reported that he will plan to speak with a City Council member who had contacted him as the Board representative for the Sugarloaf HOA to address the Association's concerns with the proposed program.

**Sidewalk Repair (Continue Strategy Development)** – The Board reviewed a proposal provided by Pacific Surfacing to make repairs to concrete sidewalks adjacent to the Association's common area property at a cost of \$5,950. Deborah McGraw stated that bid have been requested from American Asphalt and CalVac Paving. Tabled for further discussion at the next meeting.

**Annual Firebreak Brush Clearing Project Update** – Miles Dooher stated that the weed abatement has been completed by Jim Cozzolino. Miles has contacted Fire Marshal's Office Inspector Tom Ames to find out if the abatement has been completed to his satisfaction. If the abatement passes Tom Ames' inspection, then Miles will send a letter to the San Mateo Fire Department asking for reimbursement of the portion of our cost to perform the work on the City's property.

#### **NEW BUSINESS**

**Neighborhood Watch Signs (Proposal to Replace)** – The Board reviewed a proposal to replace fourteen (14) neighborhood watch signs at a cost of \$525. Emile Nurisso made a motion to approve purchasing the signs. Bob Bernicchi seconded the motion which was approved by a vote of 4 directors in favor with Miles Dooher abstaining from the vote. Emile Nurisso made another motion to ask a Sugarloaf homeowner knowledgeable on the Neighborhood Watch program to coordinate the installation of the new signs within a reasonable amount of time. Bob Bernicchi seconded the motion, which was approved with a vote of 4 directors in favor and Miles Dooher abstaining from the vote.

#### **ADJOURNMENT**

The next Board of Directors Meeting is scheduled for Tuesday, July 26, 2011. There being no further business before the Board, the Meeting adjourned into Executive Session at 7:35pm to discuss legal issues.

Respectfully Submitted,

Deborah McGraw, CCAM  
PML Management Corporation