

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

March 1, 2011

ORDER

The Meeting, which was held at the office of PML Management Corporation in San Mateo, was called to order at 5:37pm 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 Jack Albrecht, and seconded by Emile Nurisso, the Minutes of the January 25, 2011 Board of Directors Meeting and Executive Session Meeting were unanimously approved as amended.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	141,643	141,643	11,997	(129,646)
Total Maint. & Repairs	2,984	2,984	3,785	(801)
Total Utilities	442	442	1,250	(808)
Total Admin. Expenses	3,040	3,040	3,454	(414)
Total Reserve Expenses	0	0	4,221	(4,221)
Total Assets		424,813		
Total Liabilities		7,414		
Total Fund Balances		417,399	\$270,528 est year end	

Jack Albrecht reported that he has re-invested the Association's CD with Borel Bank for \$103,085.08 which will renew on 8/5/12. The Board then discussed sending delinquency letters to all owners over 30 days delinquent on their association dues payments. On a motion duly made by Jack Albrecht and seconded by Emile Nurisso, the Board unanimously agreed to send the delinquency letters. Jack also requested that the reconciled bank statements are sent to him on a monthly basis instead of quarterly.

Landscape Committee – The Board reviewed the landscape notes from J. Cozzolino for the month of January 2011. The Board then reviewed a request from the owner of 1801 Parkwood Drive to prune a few Oak trees in the common area behind the home for view. Since the owner has supplied all of the necessary documents showing that a licensed arborist will perform the work at the owner's expense, a motion was made by Miles Dooher, seconded by Emile Nurisso, and unanimously approved by the Board to allow the tree pruning. Miles Dooher then reported that a proposal has been approved from Jim Cozzolino in the amount of \$456 to install deer resistant and drought tolerant shrubs on the slope below Hwy 92. Miles then presented another proposal to install 5 each 5 gallon Oleanders at the common space adjacent to 1826 Parkwood to improve the appearance of the area at a cost of \$190. On a motion duly made by Miles Dooher and seconded by Jack Albrecht, the Board unanimously approved of the request.

Architectural Committee – The Board reviewed an anonymous letter stating that the landscape and paint at 1662 Sugarloaf looks shabby. The Landscape Committee agreed to inspect the home. The Board then reviewed a site inspection report for the month of February as prepared by Deborah McGraw noting various homes where the garbage bins are not being stored away after the garbage has been picked up. The Board also reviewed the following architectural approval which was granted since the last board meeting:

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
1/24/11	1665 Sugarloaf	To replace a window and sliding door in the kitchen	Approval letter sent 1/31/11.

UNFINISHED BUSINESS

- a) **Annual Election Outcome** – PML Management opened and counted the election ballots received by 5pm on March 1. Based on 117 ballots received, Emile Nurisso was elected with 111 votes and Bob Bernicchi was elected with 110 votes. They will fill two directors positions that run until the 2013 election. There was one write in candidate nomination. The Tax Resolution also passed with a vote of 115 in favor and 2 opposed.
- b) **Sugarloaf Monument (Sign) Repair** – Jack Albrecht described a new cement/stucco surface with raised letters using the existing 2 posts at either end of the existing signage. Jack agreed to contact RG Masonry for a rebid based on a new design for the sign. Miles Dooher made a motion to approve of the project with an expense up to \$5000 and to have Jack proceed with the necessary steps to build and install the new sign, the first being to bring to the Board the final design proposal. Emile Nurisso seconded the motion, which was unanimously approved by the Board.
- c) **Sewer Laterals Topic Update** – Bob Bernicchi stated that there has been no change in the city's policy to date, but that he still expects the city to issue a new proposal for the May Public Works Commission meeting.
- d) **Sidewalk Repair** – Emile Nurisso stated that the proposal provided by Precision Concrete Cutting included areas of sidewalk that are not the Association's responsibility to maintain. Therefore Emile agreed to make a separate list of sidewalk areas adjacent to the Association's property which are most affected by cracked or lifted concrete. Bids for those repairs will be provided at a later date.

NEW BUSINESS

- a) **Election of Board Officers** – Based on a motion duly made by Miles, seconded by Jack Albrecht, and unanimously approved by the Board, the following officers were elected by the Board to serve in the following capacities for the 2011 year:

President	Bob Kiss
Vice President	Miles Dooher
Secretary	Emile Nurisso
Treasurer	Jack Albrecht
Director	Bob Bernicchi

- b) **Home Maintenance Award Decision** – The Board discussed the following nominees:

1846 Parkwood Drive
1821 Parkwood Drive
1649 Sugarloaf Drive
1645 Sugarloaf Drive
1666 Sugarloaf Drive

Based on a post-meeting vote via email, the Board unanimously voted to recognize 1821 Parkwood with the Home Maintenance Award.

ADJOURNMENT

The next Board of Directors Meeting is scheduled for Tuesday, April 26, 2011. There being no further business before the Board, the Meeting adjourned at 7:23pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation