

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

November 22, 2011

ORDER

The meeting, which was held at the office of PML Management Corporation in San Mateo, was called to order at 5:50pm by President Bob Kiss. Other Board Members in attendance were Bob Bernicchi, Miles Dooher and Emile Nurisso. Director Jack Albrecht was absent. Deborah McGraw represented PML Management Corporation.

OPEN FORUM

There were no homeowners present for open forum discussions.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar and decided to cancel the December Board meeting on 12/13/11. Additionally, the Board moved the Dec 2012 meeting from 12/25 to 12/18.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Bob Bernicchi, and seconded by Emile Nurisso, the Minutes of the October 25, 2011 Board of Directors Meeting were unanimously approved as submitted.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	94	144,052	119,970	(24,082)
Total Maint. & Repairs	6,033	45,214	37,850	7,364
Total Utilities	2,207	14,408	12,500	1,908
Total Admin. Expenses	3,107	42,433	34,540	7,893
Total Reserve Expenses	0	2,734	42,210	(39,476)
Total Assets		328,199		
Total Liabilities		4,305		
Total Fund Balances		323,894	\$270,528 est year end	

The Board discussed follow-up on an owner account currently in collections. Since it appeared that there may be a tenant living in the unit, the Board had asked Deborah McGraw to contact ASAP Collection Service to determine if the rent could be “taken” as payment on the account. ASAP Collection Service responded stating that the CC&Rs would have to be amended to allow for such an action by the association. After some discussion it was agreed to address this CC&Rs revision the next time the CC&Rs need to be amended.

The Board then reviewed proposals from the following Auditors to prepare the year-end review and tax return:

Levy Erlanger \$1490

Thielen & Associates \$1500

Amrik Chand \$1900

On a motion duly made by Bob Kiss and seconded by Bob Bernicchi, the Board unanimously approved to have Thielen & Associates prepare the year-end review and tax returns.

Landscape Committee – Miles Dooher reported that the 5 Pine trees next to 1633 Toyon have been pruned by Loral Tree Service on 11/18/11 at a cost of \$846. It was also noted that Jim Cozzolino will be turning off the irrigation at the backflow devices next week. There was a discussion regarding the amount of water being used at the Denali tennis courts. Apparently, the courts are washed every month. The water bill for the tennis court area

(landscape irrigation plus tennis court washing), which is a shared expense between Sugarloaf and Denali, is not insignificant. Bob Kiss stated that this is a topic to discuss this with the Denali Board members. Emile Nurisso indicated that he would estimate how much water is actually being consumed to wash the tennis courts relative to the total water bill for the tennis court area.

Architectural Committee – Bob Kiss reported that the architectural request from 1825 Parkwood, to repair their roof by a new surface coating in slightly different color, has been approved.

Public Safety – Bob Kiss noted that there appear to be people parking on the upper section of Parkwood Drive and using it as a “lover’s lane”, as reported by an owner. Since Parkwood Drive is a public street, owners are advised to report any potential illegal activity to the police department.

UNFINISHED BUSINESS

Sewer Laterals Topic Update – Bob Bernicchi reported that the City of San Mateo Public Works Department has approved the final details of the new sewer lateral repair program. It was noted that Sheri Costa-Batis with the City of San Mateo Department of Public Works will attend the January Annual Homeowners meeting to discuss the program. Bob Bernicchi recommended that the Association match the city’s contribution toward sewer lateral repairs, to apply to all owners whether on city streets or private streets. This approach would result in a situation where the affected owner needing a sewer lateral repair would get two reimbursements toward the total cost, with all three parties (city, association, owner) sharing the total cost. After some discussion, Bob Kiss made a motion for the Association to establish a program to match the City’s contribution (up to the lesser of the city’s contribution or the amount needed to complete the job) for all Sugarloaf properties. Miles Doohar seconded the motion, which passed by a unanimous vote. The Board will discuss this further with owners at the annual meeting, and will revise the policy regarding association financial involvement in sewer lateral repairs for Sugarloaf properties. Owners would receive updated policy documentation in 2012 after the Board has written, reviewed, and approved the specific policy elements.

Sidewalk Repair – Continue Strategy Development – Emile Nurisso requested Deborah McGraw to have CalVac Paving contact him so he can meet with them on site to review the areas that need to be repaired and/or replaced.

Recruitment of Watch Captains – Bob Kiss stated that there have been no further owners volunteering to be a neighborhood watch captain.

Finalize and Approve 2012 Budget – After review of the draft budget, a motion was made by Emile Nurisso and seconded by Bob Bernicchi to raise the annual dues to \$675. Two items heavily influencing this motion are 1) the changes to the San Mateo municipal code influencing the financial responsibility for sewer lateral repairs, and 2) the Board’s decision (below) to allocate \$30,000 for an engineering study on drainage improvement. The motion passed by a unanimous vote.

NEW BUSINESS

Annual Meeting Planning/Document Review – Deborah McGraw was requested to contact the San Mateo Senior Center to book the Annual Meeting of Members for 1/24/12. It was also noted that the directors whose positions are up for re-election are: Miles Doohar, Bob Kiss and Jack Albrecht. Bob Kiss suggested having a door prize of a restaurant gift certificate at the Annual meeting in order to help increase attendance. Emile Nurisso made a motion to approve of the door prize at a maximum of \$100. Bob Bernicchi seconded the motion, which was unanimously approved.

Hillside Drainage Topic Discussion – The Board discussed improving the drainage of rainwater that flows down into the common areas, especially the canyons and hillsides. Much of this rainwater is coming from the drainage of water that falls onto home roofs and is transported to downspouts, some of which are connected to drainage

pipes terminating down the canyons and hillsides. After some discussion Bob Kiss made a motion to allot \$30,000 in the 2012 budget for an engineering study to obtain options for improving the drainage situation associated with this rainwater originating at our home roofs. Miles Dooher seconded the motion, which was unanimously approved.

ADJOURNMENT

The next Board of Directors Meeting is scheduled for Tuesday, January 24, 2012, immediately following the Annual Meeting. There being no further business before the Board, the Meeting adjourned at 7:50pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation