

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

October 25, 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 and Emile Nurisso. Directors Bob Bernicchi and Miles Dooher were 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 hold the December meeting on 12/13/11.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Emile Nurisso, and seconded by Jack Albrecht, the Minutes of the September 27, 2011 Board of Directors Meeting and the Executive Session Minutes were unanimously approved as submitted.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	95	143,958	107,973	(35,985)
Total Maint. & Repairs	3,382	39,181	34,065	5,116
Total Utilities	2,031	12,201	11,250	951
Total Admin. Expenses	2,772	39,327	31,086	8,241
Total Reserve Expenses	0	2,734	37,989	(35,255)
Total Assets		338,946		
Total Liabilities		3,800		
Total Fund Balances		335,146	\$270,528 est year end	

PML was requested to solicit bids to perform the association's annual financial audit.

Landscape Committee – The Board reviewed the September and October landscape notes provided by Jim Cozzolino. Jack Albrecht reported that the landscape issues identified at the following homes have been resolved: 1826 Parkwood Drive, 1854 Parkwood Drive, 3520 Broadview Court, 3524 Broadview Court. The Board then reviewed a proposal from Loral Landscaping to prune 5 Pine trees at 1633 Toyon in the common area at a cost of \$846. It was agreed to have Miles Dooher and Jack Albrecht review the request with the owner after Miles returns from vacation. The Board then discussed the amount of water being used by the Denali HOA for the tennis court cleaning and agreed to discuss the issue with the Denali Board of Directors. It was also suggested to ask Denali to have their landscaper turn off the irrigation water later in the winter when Jim Cozzolino turns off the Sugarloaf irrigation water in order to conserve water. PML indicated that they have not heard back from the Denali PM

about the Sugarloaf request for a Denali representative(s) to come to a Sugarloaf Board meeting to discuss water usage and maintenance costs associated with the tennis courts. The Board asked Debbie to continue pushing this request.

Architectural Committee – Deborah McGraw stated that a request has been received from 1825 Parkwood to repair their roof, which has been sent to the Architectural Committee for review.

Public Safety – There was some discussion based on some inquiries received by PML regarding the note in the most recent Sugarloaf newsletter about the arrested sex offender residing in Sugarloaf. The Board recommended that PML refer any such contacts or requests for information to the San Mateo Police Department or for the requester to look up information on the Megan's Law website referenced in the newsletter.

UNFINISHED BUSINESS

Sewer Laterals Topic Update – Bob Kiss reported that the San Mateo City Council recently approved ordinance changes that will soon shift financial responsibility for repair of sewer laterals running under city streets via a cost-sharing program which should be enacted within the next 30 days. The Board discussed developing a proposal to provide sewer lateral repair cost-sharing with the owners on the Association's private streets, as is being done with the City for the owners who live on public streets. It was agreed to discuss this further at the November Board meeting.

Sidewalk Repair – Continue Strategy Development – Tabled for discussion at the November Board meeting.

Recruitment of Watch Captains – Bob Kiss stated that he has requested volunteers for neighborhood Block Captains in the Association's newsletters. No further responses have been received.

NEW BUSINESS

Review 2012 Budget – Deborah McGraw provided a draft budget for the 2012 fiscal year for the Board to review.

CORRESPONDENCE

Deborah McGraw stated that documentation has been received from First Equity Management for the tennis court upgrades. Sugarloaf's share of the upgrades is \$4829.61.

ADJOURNMENT

The next Board of Directors Meeting is scheduled for Tuesday, November 22, 2011. There being no further business before the Board, the Meeting adjourned at 7:25pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation