

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

April 16, 2012

ORDER

The meeting, which was held at the office of PML Management, at 655 Mariners Island Blvd, Ste 301, in San Mateo was called to order at 5:42pm by President Bob Kiss. Other Board Members in attendance were Jack Albrecht, Miles Dooher and Emile Nurisso. Director Bob Bernicchi was absent. Deborah McGraw represented PML Management Corporation.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar and agreed to move the next meeting to May 21st and the June meeting to the 25th.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Miles Dooher, and seconded by Bob Bernicchi, the Minutes of the March 6, 2012 Board of Directors Meeting were unanimously approved as submitted.

REPORTS

Treasurer — The Board reviewed the March 2012 financial statement as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	1,153	153,910	38,475	(115,435)
Total Maint. & Repairs	2,519	9,884	12,630	(2,746)
Total Utilities	783	1,682	4,011	(2,329)
Total Admin. Expenses	2,287	10,918	19,137	(8,219)
Total Reserve Expenses	5,230	5,230	5,025	205
Total Assets		434,036		
Total Liabilities		3,505		
Total Fund Balances		430,531	\$295,123 est year end	

Jack Albrecht requested Deborah McGraw to contact PG&E and have them combine all the accounts on one statement. Miles Dooher requested Deborah McGraw to make sure the 4th quarter Denali payment is booked to 2011 and taken out of the 2012 financial statements. After review of the delinquent owner accounts, a motion was made by Emile Nurisso, seconded by Jack Albrecht, and unanimously approved to send certified 60 day delinquency letters to the following owner accounts:

62-16170

62-00026

62-00038

62-16200

Landscape Committee – Miles Dooher discussed a proposal from Kielty Arborist Services to provide a tree survey report for the trees located in the Association's common areas near homes, including the Cherrywood Open Space, at a cost of \$4000. After some discussion, Deborah McGraw was requested to contact Kielty and ask them for an estimate of the number of trees involved with the report, and to provide a sample report for the Board to review.

Deborah McGraw stated that due to an inter-office error, the annual backflow inspection reports were sent to Backflow Prevention Specialists to complete instead of being sent to Jim Cozzolino. This work has been done at no charge to the association. However, during the inspection, it was noted that one of the devices failed and needed to be repaired. Deborah McGraw previously authorized Jim Cozzolino to complete the repairs at a cost of \$185. In addition, Cal Water has notified the association that a new irrigation backflow device needed to be installed at De Anza and Parkwood (irrigation service). A proposal was presented from Jim Cozzolino to install the device at a cost of \$1800. On a motion duly made by Miles Dooher and seconded by Jack Albrecht, the Board unanimously approved to have Jim Cozzolino perform the installation. Board then reviewed the notes from Jim Cozzolino for February 2012.

Architectural Committee – The Board reviewed the April 2012 site inspection report provided by PML. The following architectural approvals which were granted since the last board meeting were reviewed:

Date Received	Address	Description of Work	Status
3/28/12	1630 Sugarloaf Dr.	To paint their home in the following painting scheme: Stucco - Kelly Moore Oyster Trim - Kelly Moore Oxford Brown Wood Panels - Kelly Moore Cabot Mission Brown Garage Door – your choice using Stucco and/or Trim colors, per Sugarloaf Garage Door Painting Rules	Approval letter sent 4/5/12

Bob mentioned that the committee is planning to conduct the annual exterior condition audit during May, with the specific date yet to be determined.

Public Safety – The Board thanked Jack Albrecht for painting over the graffiti found on a common area retaining wall near the corner of Parkwood Drive and Toyon Court.

UNFINISHED BUSINESS

Sewer Laterals Repairs- Bob Kiss reported that the association’s proposed Sewer Lateral Repair policy has been sent to all owners for review (30 day review period) before it is formally approved to be implemented at the May Board meeting.

Sidewalk Repair - Emile Nurisso reported that Paving Construction Services has completed the replacement of 55 squares of concrete sidewalk, in areas where the association’s common area was adjacent to the sidewalk.

Hillside Drainage Topic - The Board discussed having Pete Bohley attend the May Board meeting to discuss his proposal.

Denali Tennis Courts Access – The Board thanked Jack Albrecht for volunteering his time and sitting at the tennis courts to hand out new keys to interested residents at the \$40 per key fee. Jack Albrecht mentioned that the locks were scheduled to be changed today and it has not yet happened. Deborah McGraw will follow up with the Denali HOA to find out when the locks will be changed.

NEW BUSINESS

Election of Board Officer Positions – On a motion duly made by Miles Dooher and seconded by Jack Albrecht, the Board unanimously elected the following officers for the 2012 year:

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

PML Contract Renewal – After some discussion, the Board approved of the renewal contract as provided by PML Management.

Schedule PML Annual Performance Review – Bob Kiss stated that the Board would like to arrange with PML a date to conduct the annual PML performance review. Debbie was requested to work on finding a date and time where she would be available to meet with one or more Board members to have the discussion.

ADJOURNMENT

The next Board of Directors Meeting is scheduled for Monday, May 21, 2012, at 5:30pm at the office of PML Management. There being no further business before the Board, the Meeting adjourned into Executive Session at 7:14pm to discuss a delinquent owner account.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation