

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

August 28, 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 5:35pm by President Bob Kiss. Other Board Members in attendance were Jack Albrecht, Miles Dooher, and Emile Nurisso. Deborah McGraw represented PML Management Corporation.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. No changes were necessary.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Miles Dooher and seconded by Jack Albrecht, the Minutes of the July 24, 2012 Board of Directors Meeting were unanimously approved as corrected.

EXECUTIVE SESSION DISCLOSURE

On July 24, 2012, the Board met in Executive Session and approved to initiate a small claims action on the ASAP Collection Service account 10-04368 in the amount of \$4826.16.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	236	155,558	89,775	(65,783)
Total Maint. & Repairs	2,382	29,657	29,470	187
Total Utilities	2,342	8,348	9,359	(1,011)
Total Admin. Expenses	5,087	27,853	44,653	(16,800)
Total Reserve Expenses	0	7,305	11,725	(4,420)
Total Assets		390,789		
Total Liabilities		5,566		
Total Fund Balances		385,223	\$295,123 est year end	

Deborah McGraw reported that the Association is due for a full on-site reserve study to be performed, in accordance with Civil Code §1365.5. Proposals were reviewed from the following vendors:

Golden Consulting Group	\$1,000
Reserve Analysis Consulting	\$1,600
Trower	\$1,400

After some discussion, a motion was made by Emile Nurisso to approve of the proposal from Golden Consulting. Miles Dooher seconded the motion, which was unanimously approved.

Landscape Committee – Miles Dooher reported on the following:

- On August 6, 2012, water damage occurred to the homes at 3405 and 3409 Allison Court. It was determined that an irrigation valve malfunctioned and allowed water to run for 3-4 hours in the landscape easement area behind the homes until it was shut off. It appears that the catch basins located behind the homes did not prevent the excessive water from running underneath the homes. The investigation on site showed that water was backing up in the drainage basins. Deborah McGraw was requested to coordinate with Roto Rooter in order to for them to perform video imaging of the drainage lines, attempt to clear any clogs, and identify the outlets for each drain. It was also agreed to have Jim Cozzolino replace the malfunctioning valve, cap the lower irrigation heads located directly behind Allison, install a pressure reducer, and install a debris strainer on the new valve to help prevent it from malfunctioning in the future. An insurance claim has been opened with Bay Area Insurance.
- It was noted that the cost to clean the two Denali tennis courts, by The Court Works, will increase effective 9/1/12. The increase will be from \$39 to \$41 per court for a total increase to \$82 per month for both courts. The Sugarloaf share of the expense will be \$41 per month.

Architectural Committee – It was noted that the following architectural approvals have been granted since the last board meeting:

Date Received	Address	Description of Work	Status
7/9/12	1829 Parkwood Dr	To repaint the home in color scheme B	Approval letter sent 8/10/12
7/13/12	1900 Parkwood Dr	To install a gate on the walkway to the front door	Approval letter sent 8/10/12
7/17/12	1668 Toyon	To replace the garage door (with appropriate painting in scheme G)	Approval letter sent 8/6/12
8/6/12	1949 Parkwood	To replace the roof using the color “Chestnut” in the CertainTeed Presidential Shake composite shingle	Approval letter sent 8/24/12

Deborah McGraw stated that the 2012 Exterior Audit letters were mailed out to owners on July 27, 2012.

Public Safety – Bob Kiss reported on the success of the National Night Out block party at the Broadview/Parkwood circle area. Bob Kiss also reported that a burglary occurred on Friday, Aug 24, about 1:30 pm near the corner of Parkwood and Mulberry (down the other side of De Anza, not within Sugarloaf). The residents in that area reported seeing a foreign type medium grey sedan parked in the area around that time that may have been connected to the event.

UNFINISHED BUSINESS

Hillside Drainage Topic, Continue Strategic Discussion- The Board reviewed and approved of the contract prepared by Pete Bohley. Emile Nurisso volunteered to be the point of contact between the association and Pete Bohley’s office. The first step of the project will include the placement of aerial “fly points” supporting a subsequent aerial flight to generate contours and planimetrics.

Tree Survey Program –Miles Dooher reported that Kielty Arborist Services has completed the large tree survey project. Bids will be requested from arborists to perform maintenance on the trees identified for maintenance this year. Miles Dooher will contact the City of San Mateo and notify them that there are a few trees located on the city’s property which are in need of maintenance.

Next Door Social Network Program- The Board tabled this item for further discussion at the September Board meeting.

NEW BUSINESS

There was no new business to discuss.

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Tuesday, September 25, 2012, at 5:30pm at the office of PML Management. There being no further business before the Board, the Meeting was adjourned into Executive Session at 7:15pm to discuss attorney services and an architectural violation.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation