

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

January 24, 2012

ORDER

The meeting, which was held at the San Mateo Senior Center, located at 2645 Alameda De Las Pulgas, in San Mateo, was called to order at 8:30pm by President Bob Kiss. Other Board Members in attendance were Jack Albrecht, Bob Bernicchi, Miles Dooher and Emile Nurisso. Deborah McGraw represented PML Management Corporation.

OPEN FORUM

The owner of 1656 Toyon attended the meeting to discuss 2 Pine trees located in the common area next to her home.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar and agreed to move the February 28th meeting to March 6, 2012 in order to provide enough time for annual election ballots to be received and opened.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Bob Bernicchi, and seconded by Miles Dooher, the Minutes of the November 22, 2011 Board of Directors Meeting were unanimously approved as submitted.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	94	144,147	131,967	(12,180)
Total Maint. & Repairs	2,400	47,614	41,635	5,979
Total Utilities	694	15,101	13,750	1,351
Total Admin. Expenses	2,681	45,115	37,994	7,121
Total Reserve Expenses	0	2,734	46,431	(43,697)
Total Assets		318,863		
Total Liabilities		650		
Total Fund Balances		318,213	\$270,528 est year end	

The Board discussed a request from account 62-00043, to reverse the \$82.60 late and collection fees from last year. After some discussion, a motion was made by Emile Nurisso, seconded by Jack Albrecht, to deny the request since the owner was provided with sufficient information to avoid the late charges and collection fees last year. The motion passed with a vote of 4 in favor and 1 against.

Landscape Committee – The Board discussed a request from the owner of 1656 Toyon to remove the two Pine trees located in the common area next to their home. Deborah McGraw stated that Loral Landscaping has inspected the trees and determined that they are in good health and could use a light pruning. The cost is \$375. The Board agreed to have Loral prune the trees and Deborah notify the owner of the Board’s decision. The Board also noted that it was likely the trees are Heritage trees.

Architectural Committee – Deborah McGraw reported that a letter has been sent to 1658 De Anza asking the owners to clean up the weeds on the side of the house and remove the garbage bins. As of today, the weeds have been cleaned up, but the bins remain (and have been so for over a year, despite multiple requests to remove them from sight). After some discussion, the Board requested Deborah to report this home to the City of San Mateo Code Enforcement department. The Board then reviewed the site inspection report for December 2011 and January 2012. Deborah was then requested to ask the City’s code enforcement department for guidance on how best to report recurrent garbage bin / recycling bin violators.

The following architectural approvals were reviewed:

Date Received	Address	Description of Work	Status
12/6/11	1609 Toyon	To restore the roof on their home using glaze in Sandstone color	Approval letter sent 12/19/11
12/18/11	1553 De Anza	To paint their home in the following paint scheme: Stucco – Kelly Moore Bone Trim – Kelly Moore El Dorado Tan Garage Door – Kelly Moore Bone	Approval letter sent 1/6/12
1/16/12	3405 Cheryl	To replace all windows	Approval letter sent 1/24/12
1/10/12	1637 Toyon	To replace back deck and install a new sunroom on the deck	Approved by committee on 1/21/12. Approved by Board at this meeting.

Public Safety – Deborah McGraw stated that Fast Signs, a vendor PML uses to make signs for our associations, has advised her that there are new traffic requirements for the height of stop and street signs on public and private property. Jack Albrecht and Miles Dooher offered to inspect the stop and street signs on the private lanes to see if they are in compliance with this new regulation. Deborah McGraw was requested to contact Tom Farrankop, the City’s Engineering Technician, to see if the stop signs and street signs on the public streets are the City’s responsibility.

UNFINISHED BUSINESS

Sewer Laterals Repairs- The Board continued the discussion on developing the policy for the HOA to contribute toward sewer lateral repairs for Association owners, as part of the response to the City’s changes in their lateral repair programs. Bob Bernicchi and Bob Kiss offered to draft the Association policy for Board review at the next meeting.

Sidewalk Repair –Select Vendor – The Board reviewed proposals from the following vendors for areas of sidewalk located adjacent to common area property which need to be repaired or replaced:

- Precision Concrete Cutting \$7600
- Pacific Surfacing \$5950
- American Asphalt \$7250
- Calvac Paving \$7100
- Paving Construction Services (PCS) \$4590

On a motion duly made by Emile Nurisso and seconded by Jack Albrecht, the Board unanimously approved to have PCS perform the work (per Option 1 of the quotation).

Recruitment of Watch Captains – Nothing to report.

Hillside Drainage Topic, Continue Strategic Discussion – Bob Bernicchi stated that he has requested a revised proposal from Pete Bohley, for an inspection of the hillside drainage, to be discussed at the March Board meeting. Mr. Bohley will be requested to attend the meeting to discuss his proposal, if appropriate.

NEW BUSINESS

Denali Tennis Courts Access (Discuss Key Management) – The Board discussed recent communication from the Denali Homeowners Association stating that they are in agreement to change the tennis court lock. The Board reviewed the draft list of items to discuss regarding the tennis court maintenance, security and keys with the Denali Board. The reviewed list was to be shared with the Denali HOA by Bob Kiss.

CORRESPONDENCE

Deborah McGraw stated that the association’s master insurance policy, with Bay Area Insurance, has been renewed as of 1/19/12 with an annual premium of \$6151, an increase of \$236 from last year.

ADJOURNMENT

The next Board of Directors Meeting is scheduled for Tuesday, March 6, 2012, at 5:30pm at the office of PML Management. There being no further business before the Board, the Meeting adjourned at 9:30pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation