

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

July 24, 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 5:49pm by President Bob Kiss. Other Board Members in attendance were Jack Albrecht, Miles Dooher, and Emile Nurisso. It was then noted that Director Bob Bernicchi had recently passed away. Bob Kiss mentioned that he, and other board members, will attempt to identify other association members who may be interested in serving on the Board of Directors for the remainder of Bob Bernicchi's term. The next newsletter will make an announcement about Bob Bernicchi's passing, and the opening on the Board of Directors. 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 June 25, 2012 Board of Directors Meeting were unanimously approved as submitted.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	217	155,322	76,950	(78,372)
Total Maint. & Repairs	9,836	27,275	25,260	2,015
Total Utilities	2,902	6,006	8,022	(2,016)
Total Admin. Expenses	4,480	22,765	38,274	(15,509)
Total Reserve Expenses	0	7,305	10,050	(2,745)
Total Assets		400,089		
Total Liabilities		5,291		
Total Fund Balances		394,798	\$295,123 est year end	

Deborah McGraw reported that the Association is due for a full reserve study to be performed, in accordance with Civil Code §1365.5. Proposals have been requested from Golden Consulting Group and Reserve Analysis Consulting, to be compared with the proposal received from Trower at \$1,400.

Landscape Committee – Miles Dooher reported on the following:

- A proposal from Cozzolino in the amount of \$350 was approved to perform header board and plant replacement near 1900 Parkwood Drive.
- A letter was sent to 1854 Parkwood Drive regarding the need to remove the weeds in front of their home.
- The owner of 1412 De Anza has requested information on how to trim trees in the common area. Miles Dooher responded via email.
- The June 2012 landscape report provided by Jim Cozzolino.

Jack Albrecht reported that he has spoken with Ray Jackson, San Mateo DPW, regarding street sweeping. The DPW had previously informed the association that certain trees on Parkwood Drive (92 area) would require significant trimming in order to allow a street sweeper unimpeded access to the adjacent curb area. Jack inspected the trees on Parkwood with Jim Cozzolino, and determined that cutting the trees in the proportion needed to allow curb access would be a detriment to the tree. Therefore, it was understood that this portion of the street will not be swept, and that Jim Cozzolino will be asked to maintain the tree debris in the street.

Architectural Committee – The Board reviewed the July 2012 site inspection report from PML. The following architectural approvals have been granted since the last board meeting:

Date Received	Address	Description of Work	Status
6/26/12	1537 De Anza	To repaint the home in color scheme D	Approval letter sent 7/2/12
6/25/12	1825 Parkwood Dr	To repaint the home in color scheme C	Approval letter sent 7/2/12
7/9/12	1829 Parkwood Dr	To repaint the home in color scheme B	Approved
7/13/12	1900 Parkwood Dr	To install a gate on the walkway to the front door	Approved
7/23/12	1541 De Anza	To install 3 new mailboxes per HOA specifications	Pending approval

Regarding the mailbox installation project proposal, Bob Kiss requested that PML follow up with the owners to determine if this was just replacing the boxes in their existing locations or if this project included relocations.

Bob Kiss reported that the Architectural Committee will review the draft letters provided by PML Management for the 2012 exterior audit findings, with the intention to have the letters go into the mail by the end of July.

Public Safety – Bob Kiss reported that association members have volunteered to be block captains for the upper Parkwood/Broadview area and the lower De Anza area. Additional block captains are still needed for the other areas of the HOA.

UNFINISHED BUSINESS

Hillside Drainage Topic, Continue Strategic Discussion- The Board reviewed a revised proposal prepared by Pete Bohley as of 7/9/12, in addition to a draft agreement. After some discussion, Jack Albrecht made a motion to approve of the agreement. Emile Nurisso seconded the motion, which was unanimously approved. During discussion, it was noted that the Westwood home addresses were missing from the property listings in the final agreement. Deborah McGraw was requested to send the remaining addresses to Pete Bohley so they could be added to the final agreement.

Tree Survey Program –Miles Dooher reported that the tree survey is still in the process of being completed.

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

NEW BUSINESS

National Night Out- Bob Kiss reported that invitations have been passed out and emailed, inviting owners to participate in the National Night Out scheduled for 8/7/12. The event will take place at the Broadview/Parkwood circle area.

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Tuesday, August 28, 2012, at 5:30pm at the office of PML Management. There being no further business before the Board, the Meeting was adjourned at 7:00pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation