

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

June 25, 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 immediately following an Executive Session regarding a delinquent account at 6:31pm by President Bob Kiss. Other Board Members in attendance were Jack Albrecht and Miles Dooher. Directors Bob Bernicchi and Emile Nurisso were absent. Deborah McGraw represented PML Management Corporation. A couple of new owners attended the meeting to thank the Board for all their hard work in maintaining the community.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar, with no changes needed.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Miles Dooher and seconded by Jack Albrecht, the Minutes of the May 21, 2012 Board of Directors Meeting were unanimously approved as corrected.

REPORTS

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

| | Month | Y-T-D | Budget | Variance |
|------------------------|-------|---------|------------------------|----------|
| Total Revenue | 298 | 155,105 | 64,125 | (90,980) |
| Total Maint. & Repairs | 5,017 | 18,537 | 21,050 | (2,513) |
| Total Utilities | 1,080 | 3,104 | 6,685 | (3,581) |
| Total Admin. Expenses | 3,095 | 18,286 | 31,895 | (13,609) |
| Total Reserve Expenses | 0 | 7,305 | 8,375 | (1,070) |
| Total Assets | | 417,050 | | |
| Total Liabilities | | 4,842 | | |
| Total Fund Balances | | 412,208 | \$295,123 est year end | |

Landscape Committee – Miles Dooher reported on the following:

- Jack Albrecht and Miles Dooher met with Jim Cozzolino to address various concerns
- The Allison Court retaining wall, at the end of the street at the canyon, was repaired by KSM Habitat at a cost of \$1825. The job appeared well done.
- The owners of 1636 Toyon requested some common area trees to be trimmed. Upon inspection by the landscape committee, it was determined that the trees were not causing any harm to the property. The request to trim the trees was, therefore, denied.
- At 1633 De Anza and 3400 Westwood, the landscape committee approved to have Loral prune the common area Oak trees away from the homes at a cost of \$461.

Jack Albrecht reported that he has spoken with Ray Jackson, San Mateo DPW, regarding street sweeping. Jack found that there are trees on Parkwood Drive which need to be pruned so the street sweeper can clean underneath without hitting the trees. The required pruning will be performed by Cozzolino Landscaping.

Architectural Committee – The Board reviewed the June 2012 site inspection report from PML. Deborah McGraw stated that the following architectural approvals have been granted since the last

board meeting:

| <u>Date Received</u> | <u>Address</u> | <u>Description of Work</u> | <u>Status</u> |
|-----------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 5/22/12 | 1928 Parkwood | Replace garage door with a Stratford 3000 with the Arched Thames long panel design with clear glass and painting the door in color 2C. | Approval letter sent 5/31/12 |
| 6/14/12 | 1656 Toyon Court | To repaint the home in Scheme F. | Approval letter sent 6/18/12 |
| 6/10/12 | 3405 Cheryl Court | To install a new fence at the rear of the property | Approval letter sent 6/14/12 |

Public Safety – Bob Kiss reported that an owner on De Anza Boulevard has offered to fill a vacant position as Block Captain. The Board will continue to look for additional Block Captains around the community.

UNFINISHED BUSINESS

Hillside Drainage Topic - No report.

Firebreak Program (annual brush clearing) – Miles Dooher reported that the work has been completed and approved by the Fire Inspector, Tom Ames. A letter has been sent to the San Mateo Fire Marshall, requesting reimbursement for the City’s portion of the firebreak maintenance work of \$675.45.

NEW BUSINESS

Tree Survey Program- Miles Dooher stated that Kevin Kielty has started the tree survey.

Next Door Social Network Program – Bob Kiss mentioned that there is a website set up for neighbors to connect with one another in a private setting. The Board agreed to discuss this further at the July Board meeting.

CORRESPONDENCE

In regards to the need for a new Financial Reserve Study, PML was requested to solicit at least two quotations from providers other than the previously used service.

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Tuesday, July 24, 2012, at 5:30pm at the office of PML Management. There being no further business before the Board, the Meeting was adjourned at 7:20pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation