

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

May 21, 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 5:41pm 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.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Jack Albrecht, and seconded by Emile Nurisso, the Minutes of the April 16, 2012 Board of Directors Meeting were unanimously approved as submitted.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	897	154,808	51,300	(103,508)
Total Maint. & Repairs	3,636	13,520	16,840	(3,320)
Total Utilities	343	2,025	5,348	(3,323)
Total Admin. Expenses	4,274	15,192	25,516	(10,324)
Total Reserve Expenses	2,075	7,305	6,700	605
Total Assets		422,151		
Total Liabilities		1,050		
Total Fund Balances		421,101	\$295,123 est year end	

Based on review of the accounts receivable report, Deborah McGraw was requested to send 90 day delinquency letters to the following accounts:

- 62-00017
- 62-00026
- 62-16200

Landscape Committee – Miles Dooher reported on the following:

- Replaced one juniper shrub on common space behind 3413 Douglas Court
- Loral Tree Service removed a Pine tree on common space near 1824 Parkwood Drive at a cost of \$370
- Jack Albrecht and Miles Dooher inspected the retaining walls at the end of the private streets with KSM Habitat. All were found to be in good condition, except for the one at the end of Allison Court. Jack agreed to contact KSM Habitat for a proposal to make the necessary repairs.
- There was a photocell issue with the street light on Oakhill which was repaired
- The landscape easement next to 1640 Toyon has four or five Canary Island Pine trees which do not appear to be healthy. Miles stated that he will have Advanced Tree Service inspect the area and provide his recommendations.

Deborah McGraw reported that the backflow device across from 1808 Parkwood Drive was installed and passed inspection; and the repair to the backflow device on the left of 1420 De Anza was completed and passed inspection.

Miles Dooher presented a proposal from Kielty Arborist Services to prepare a complete tree survey of the association’s common area trees at a cost not to exceed \$4000. After some discussion, Jack Albrecht made a motion to approve of the proposal. Emile Nurisso seconded the motion, which was unanimously approved.

Architectural Committee – The Board reviewed the May 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>
5/7/12	1541 De Anza Blvd.	To paint the home and replace the garage door in Paint Scheme E.	Approval letter sent 5/14/12
4/17/12	1940 Parkwood	Paint home in scheme D and install glass door conversion insert at front door	Approved 4/28/12

Bob Kiss stated that the annual audit inspection was completed on 5/6/12. Thank you to Emile Nurisso, Miles Dooher and Katie Flynn for participating during the inspection. Bob mentioned that there were approximately 32 A priority issues which will be provided to PML Management so letters can be sent to the owners.

Public Safety – Bob Kiss reported that he has sent out an email announcement to all owners on the email list regarding recent burglaries or attempted burglaries at Sugarloaf.

UNFINISHED BUSINESS

Sewer Laterals Repairs- Since there were no responses to the comment period for the Sewer Lateral Repair policy, Bob Kiss offered to send a final copy to Deborah McGraw for distribution with a subsequent newsletter.

Hillside Drainage Topic - Deborah McGraw will contact Pete Bohley in order to confirm his presence at the June 25th Board meeting.

Schedule PML Annual Performance Review - Bob Kiss requested that Deborah McGraw send out a list of dates to all Board members via email, in order to meet to schedule PML’s annual performance review.

NEW BUSINESS

Firebreak Program (annual brush clearing schedule) – Miles Dooher reported that the work is scheduled to be completed in June.

ADJOURNMENT

The next Board of Directors Meeting is scheduled for Monday, June 25, 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 6:50pm to discuss a delinquent owner account.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation