

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

November 27, 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 by President Bob Kiss at 5:39pm. Other Board members in attendance were Jack Albrecht, Miles Dooher, and Emile Nurisso. Deborah McGraw represented PML Management Corporation and owner Bob Kozak also attended.

OPEN FORUM

There were no owners present to discuss items in Open Forum.

AGENDA & CALENDAR REVIEW

The board reviewed the Agenda and Calendar and agreed to move the New Business Item, Appoint interim board member, to be discussed after the approval of the previous meeting Minutes.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Emile Nurisso and seconded by Jack Albrecht, the Minutes of the October 30, 2012 Board of Directors Meeting were unanimously approved as submitted.

APPOINTMENT OF INTERIM BOARD MEMBER

The Board reviewed the bio provided by Bob Kozak. On a motion duly made by Miles Dooher, and seconded by Jack Albrecht, the board unanimously approved the appointment of owner Bob Kozak to fill the position previously held by Bob Bernicchi.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	48	155,668	115,425	(40,243)
Total Maint. & Repairs	3,151	35,623	37,890	(2,267)
Total Utilities	2,031	12,476	12,033	443
Total Admin. Expenses	5,338	36,198	57,411	(21,213)
Total Reserve Expenses	500	11,805	15,075	(3,270)
Total Assets		367,323		
Total Liabilities		4,929		
Total Fund Balances		362,394	\$295,123 est year end	

Landscape Committee – Miles Dooher then reported on the following:

- All irrigation has been turned off at the backflow devices for the winter.
- Jim Cozzolino will attempt to locate all catch basins in the landscape maintenance easements in order to inspect and clear them as necessary.
- PML was requested to notify the owner of 3400 Westwood not to cut association trees without permission.
- Discussions have been scheduled to start in April with the San Mateo Fire Marshal, for the clearing of the 100 foot Defensible Fire Space in 2013.
- An owner reported an issue regarding the excessive use of leaf blowers
- An owner reported an issue with residents not picking up after their pets
- An approval letter was sent to the 1612 Toyon owner to trim the trees in the common area for view, at owner cost and using an arborist firm approved by the Board.

Architectural Committee – The Board reviewed the November 2012 site inspection report and then reviewed the following architectural approvals which have been granted since the last Board meeting:

Date Received	Address	Description of Work	Status
10/11/12	1616 Toyon	To convert the horizontal wood siding to stucco, including the chimney. And to paint the stucco in Kelly Moore Bone and the trim in Kelly Moore Oxford Brown. The garage door will be painted in Kelly Moore Bone.	Approval letter sent 11/13/12
10/31/12	3404 Oakhill	To repair/replace the back deck and master bedroom deck. To paint the deck in Kelly Moore color 3I.	Approval letter sent 11/13/12
11/8/12	1612 Toyon	To remove an existing hedge and install a new fence in the rear of the property	Approval letter sent 11/26/12

Public Safety – Bob Kiss reported that the San Mateo Police have reportedly arrested a suspect involved in multiple burglaries in the area.

UNFINISHED BUSINESS

- a) **Hillside Drainage Topic, Continue Strategic Discussion**- Deborah McGraw reported that, per Craig Overbo with Bohley, the site inspections have been completed and they are in the process of putting a report together for the board to review.
- b) **Tree Survey Program** – The board discussed an issue with the recent tree trimming/removals completed by Advanced Tree Care. The owner of 1485 Cherrywood (not part of Sugarloaf HOA) refused to allow Advanced Tree Care to remove a tree located in the Sugarloaf HOA's Cherrywood Open Space behind her home. Miles Dooher offered to meet with the owner to discuss the situation.
- c) **Approve 2013 Budget** – The board discussed the draft 2013 budget. After some discussion, Jack Albrecht made a motion to approve of the budget, which includes a 3.7% annual dues increase to \$700 per unit per year. The Board's decision to increase annual dues was based on a desire to use a strategy going forward whereby small (potentially annual) dues increases are used to reflect typical increasing operational costs rather than using infrequent large increases. An evaluation of the dues history since 1991 showed an approximate average increase rate of 4% per year. Emile Nurisso seconded the motion, which was unanimously approved.
- d) **Annual Meeting Planning** –It was noted that the annual meeting has been scheduled for 1/22/13 at the Beresford recreation center from 6:30-9pm. The directors up for re-election are Emile Nurisso and Bob Kozak. Jack Albrecht agreed to request SMPD Lieutenant Dave Peruzzaro to be a guest speaker at the meeting.

NEW BUSINESS

- a) **Appoint Interim Board Member** – Previously discussed.
- b) **Review Insurance Renewal, effective 1/19/13** – Deborah McGraw presented a quote from Bay Area Insurance for renewing with the current insurance carriers at a cost of \$6,173, which is \$22 more than last year. An alternate bid has been requested from Granite State Insurance to replace the association's package policy with Philadelphia. After some discussion, the board agreed to discuss this further at the next board meeting.

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Tuesday, December 18, 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 to discuss a delinquent owner account and a legal issue at 7:42pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation