

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

October 30, 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 4:39pm. Other Board members in attendance were Jack Albrecht, Miles Dooher, and Emile Nurisso. Deborah McGraw represented PML Management Corporation and other owners attended.

OPEN FORUM

The owner of 1529 De Anza Blvd. attended the meeting to observe.

The owner of 3405 Allison attended the meeting to discuss reimbursement for water damages. After some discussion regarding the circumstances where a common area irrigation valve stuck and allowed excess water to run under the owner's home, a motion was made to approve of the reimbursement in the amount of \$295.66.

The motion was made by Jack Albrecht, seconded by Miles Dooher, and unanimously approved.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Emile Nurisso and seconded by Jack Albrecht, the Minutes of the September 25, 2012 Board of Directors Meeting were unanimously approved as submitted.

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	

Deborah McGraw presented an engagement letter from CPA Paula Thielen, to perform the 2012 year-end financial review and tax preparation at a cost of \$1,500. On a motion duly made by Miles Dooher, and seconded by Emile Nurisso, the Board unanimously approved.

Landscape Committee – Miles Dooher to report:

- The Board reviewed the October landscape report provided by Jim Cozzolino.
- The non-functional catch basin located behind the Allison homes has been repaired by Jim Cozzolino.
- The Board discussed the necessity to inspect and clear all the landscape catch basins located in the association's landscape maintenance easements and common areas. It was agreed to have Jim Cozzolino locate and flush all the catch basins.
- Deborah McGraw reported that a letter has been received from Vericlaim in response to the association's insurance claim for the water damages to 3409 and 3405 Allison Court. Both claims to the owners have been denied. After some discussion, the Board agreed to consider having legal counsel review the matter.

- In response to the insurance company's denial of the claim, a reimbursement check was provided to 3409 Allison in the amount of \$4,657.49.
- The Board reviewed a request from the owner of 1612 Toyon, including a bid from Advanced Tree Care in the amount of \$1,005, to prune association trees for view. After some discussion, the Board approved of the request.
- At 1633 Toyon, it was determined that Pine tree tag #96, located in the association's landscape maintenance easement, has cracked the owner's retaining wall. Upon inspection by Advanced Tree Care, it was recommended that the tree be removed. Therefore, the tree was removed during the large tree removal/pruning project.

Architectural Committee – Board to review the October 2012 site inspection report from PML. 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>
10/8/12	1420 De Anza	To replace the windows	Approval letter sent 10/18/12
10/3/12	1853 Parkwood	To paint the property in color scheme D	Approval letter sent 10/8/12
10/3/12	1669 De Anza	To replace a section of the gravel roof	Approval letter sent 10/8/12
9/27/12	3408 Douglas Court	To repair the 2 nd floor master bedroom exterior balcony	Approval letter sent 10/5/12
9/18/12	1673 Toyon	To renovate the deck railing	Approval letter sent 9/28/12
8/29/12	1612 Toyon	To install a retractable awning	Approval letter sent 9/19/12

Public Safety – It was noted that an announcement was sent to all Sugarloaf members, via email, regarding suspicious activity which may have been a burglary attempt, during the weekend of 9/29/12.

UNFINISHED BUSINESS

Hillside Drainage Topic, Continue Strategic Discussion- It was reported that Bohley is continuing with their onsite inspection of water drainage from homes. When that has been completed, a report will be provided as to their findings.

Tree Survey Program – Miles Dooher reported that Advanced Tree Care has completed the current tree pruning and removal project based on the Kielty survey findings of highest priority. However, it appears that an owner on Cherrywood (not within Sugarloaf HOA) refused to allow a tree on the association's property to be removed. Deborah McGraw was requested to contact the owner and ask if she will meet with the Landscape Committee to discuss her concerns.

Review First Draft 2013 Budget & Reserve Study Planning- The Board reviewed the draft reserve study and 2013 Budget and made some changes. After some discussion it was agreed to review the 2nd draft at the November board meeting.

NEW BUSINESS

Annual Meeting Planning – The Board discussed the upcoming annual meeting and scheduled it for 1/22/13. It was determined that Emile Nurisso and the current vacant position are up for re-election in 2013.

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Tuesday, November 27, 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 7:45pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation