

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

September 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 at 5:45pm. Board Members in attendance were Jack Albrecht, Miles Dooher, and Emile Nurisso. Board President Bob Kiss 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 August 28, 2012 Board of Directors Meeting were unanimously approved as submitted.

EXECUTIVE SESSION DISCLOSURE

On August 28, 2012, the Board met in Executive Session and approved to discuss a delinquent owner account, a homeowner issue, and legal representation.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	61	155,620	102,600	(53,020)
Total Maint. & Repairs	2,815	32,472	33,680	(1,208)
Total Utilities	2,096	10,444	10,696	(252)
Total Admin. Expenses	3,008	30,861	51,032	(20,171)
Total Reserve Expenses	4,000	11,305	13,400	(2,095)
Total Assets		376,131		
Total Liabilities		2,765		
Total Fund Balances		373,366	\$295,123 est year end	

Landscape Committee – Deborah McGraw reported on the following:

- The August and September landscape reports have been received from Jim Cozzolino
- A report and proposal have been received from Roto Rooter for the inspection and installation of a new storm drain behind 3409 Allison at a cost of \$2975.
- Jim Cozzolino has provided a cost to connect the drain behind 3409 to the drain behind 3401 Allison at a cost of \$500.
- A letter has been received from Jim Stewart, insurance adjuster, stating that he is submitting his initial report and findings to the insurance company in regards to the water damage incurred in August due to a failed irrigation control valve.

The Board agreed to have Jim Cozzolino perform the repairs to the drain line behind the Allison court homes.

Architectural Committee – The Board reviewed the September 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>
9/10/2012	3404 Cheryl	Replace all windows and sliders with white vinyl	Approval letter sent 9/19/12
9/2/2012	1653 Sugarloaf	Replacing all windows and sliding doors with white vinyl	Approval letter sent 9/19/12
9/1/2012	1929 Parkwood	To replace the fence and gate	Approval letter sent 9/19/12

Public Safety – It was noted that the San Mateo police department reported the arrest of three burglary suspects on 9/20. The adult and two juveniles are suspected of being responsible for several recent burglaries, including some in the San Mateo area.

UNFINISHED BUSINESS

Hillside Drainage Topic, Continue Strategic Discussion- The Board discussed the next phase of the site survey by Pete Bohley’s firm.

Tree Survey Program – The Board reviewed bids provided by Loral Tree Service, Advanced Tree Care, and Mayne Tree for pruning or removal of the priority 1 recommendations provided in Kevin Kielty’s tree report, which represent trees identified for highest priority pruning or removal that are located close to homes or fences. After some discussion the Board agreed to hire Advanced Tree Care to complete the work. Miles Dooher will prepare a letter to be sent to homeowners adjacent to the necessary tree work.

Next Door Social Network Program- After some discussion, the Board agreed not to advocate participation by homeowners at the present time..

NEW BUSINESS

Appoint Annual Election Official and Nominating Committee – On a motion duly made by Jack Albrecht, and seconded by Emile Nurisso, the Board appointed PML Management as the election official for the January 2013 annual meeting. It was agreed that Bob Kiss and Miles Dooher would serve as the Nominating Committee.

Review First Draft 2013 Budget & Reserve Study Planning- Deborah McGraw stated that a draft budget will be prepared after the reserve study has been completed by Golden Consulting.

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Tuesday, October 30, 2012, at 4:30pm at the office of PML Management. There being no further business before the Board, the Meeting was adjourned at 6:48pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation