

# SUGARLOAF HOMEOWNERS ASSOCIATION

## Minutes of the Board of Directors Meeting

April 23, 2013

### ORDER

The meeting, which was held at the office of PML Management, 655 Mariners Island Blvd., #301, in San Mateo, was called to order by President Bob Kiss at 5:37pm. Other Board members in attendance were Jack Albrecht, Miles Dooher, Bob Kozak and Emile Nurisso. Deborah McGraw represented PML Management Corporation and Pete Bohley of Bohley Consulting 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. It was agreed to discuss the following unfinished business item first since Pete Bohley was in attendance to discuss the matter.

- a) **Hillside Drainage Topic** – Pete Bohley discussed his status report, dated February 20, 2013. It was noted that the aerial and field survey has been completed which identified approximately 155 locations where drainage pipes are discharging over the existing slopes behind the homes. Mr. Bohley discussed possible design parameters for alternative methods of collecting the storm water from the drainage pipes located behind the homes. After some discussion, the Board thanked Pete for the work performed and for the status report. Board members will review the report in further detail prior to the next Board meeting.

### EXECUTIVE SESSION DISCLOSURE

The Board of Directors met in Executive Session on March 5, 2013, to discuss:

- Legal opinion by attorney Marc Bender – Discussion only
- Delinquent owners – PML was instructed to apply late fees, collection fees and send delinquency letters to owners who have not paid their annual dues for 2013.
- PML Management annual contract renewal – Discussion only

### APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Miles Dooher and seconded by Emile Nurisso, the Minutes of the March 5, 2013 Board of Directors Meeting were unanimously approved as submitted.

### REPORTS

**Treasurer** — The Board reviewed the March 2013 financial statement as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	41	159,423	159,109	(314)
Total Maint. & Repairs	5,251	9,751	12,531	(2,780)
Total Utilities	492	1,269	4,536	(3,267)
Total Admin. Expenses	9,344	17,891	17,676	215
Total Reserve Expenses	0	0	8,988	(8,988)
Total Assets		441,840		
Total Liabilities		5,062		
Total Fund Balances		436,778	\$312,379 est year end	

**Landscape Committee** – Miles Dooher reported on the following:

- There has been no response from Kevin Kielty regarding verification of the location of association trees on the map previously provided. Therefore, Miles and Emile Nurisso inspected the site and verified actual location of the trees noted on the tree report. It was found that there are 7 trees on the list which cannot be located on the map. Miles stated that he will work with the tree company to be hired which will perform the Defensible Firebreak tree pruning project in order to locate the trees.
- The annual firebreak weed abatement project will be completed by Jim Cozzolino at the end of May or early June.

- Reviewed correspondence from the owner of 3500 Broadview regarding re-landscaping their front yard. After some discussion, the Board agreed to advise the owner they have approval to proceed with their landscape renovations.
- Email response sent to 1517 De Anza regarding installation of artificial turf on 4/19/13. PML provided a copy of California Civil Code Section 1353.8, which protects the rights of homeowners who wish to install artificial turf or any other synthetic surface that resembles grass. The Board may consider establishing standards applying to artificial turf installations, as long as they are in conformance with 1353.8.
- Removal of one dead Alder tree on HOA common space near 3401 Chris Lane by Loral at a cost of \$750.
- Spring start-up irrigation proposal (Cozzolino) approved on 3/28/13 at a cost of \$958.
- Review of proposal from Cozzolino for monument landscape enhancements at a cost of \$2,500 – The Board requested Jim Cozzolino to provide an additional sketch of the design for review at the next Board meeting.
- All backflow devices were inspected by Jim Cozzolino, and passed requirements on 4/13/13
- Question if association’s insurance would cover damage to an owner’s property from a tree falling from the common area. After some discussion, it was agreed to discuss this with the association’s insurance representative prior to renewal of the insurance policy for further clarification.

**Architectural Committee** – The Board reviewed the following architectural approvals, which have been granted since the last board meeting:

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
2/2/13	3408 Douglas	Approval to trim common area trees	Approval letter sent 3/18
4/11/13	3401 Leafwood	Replace the windows with Milgard vinyl (tan color) windows as per work order #5922 with Dolan’s windows.	Approval letter sent 4/17/13

It was also noted that the unapproved outdoor decorations at 3536 Broadview have returned. Deborah McGraw was requested to contact the owner.

Bob Kiss mentioned that the annual exterior audit will take place in May. Bob and Katie Flynn (other architectural committee member) will be conducting the audit. One more person was requested to support the audit activity. Bob Kozak volunteered to help. The date will be determined off-line by discussion between Katie, Bob, and Bob as to availability.

**Public Safety** – No report.

**UNFINISHED BUSINESS**

- b) **Hillside Drainage Topic** – See information located above.
- c) **SM Sewer Lateral Program Change** – The city of San Mateo is continuing to discuss changes to the lateral repair cost-sharing program. The Sugarloaf Board will be able to discuss developing an updated HOA policy once more details are available about the scope of changes to the city policy. In the meantime, the Board will keep this open as unfinished business to entertain further discussion and proposals about how the HOA policy could be revised to best address the financial responsibilities in repairing laterals which run under streets (city or private HOA streets).

**NEW BUSINESS**

- a) **Visitor Parking Guidelines** – The Board discussed situations where residents are abusing the visitor parking areas located on the private streets. This was tabled for further discussion at the next Board meeting.
- b) **New Owner Welcome Letter Updates** – Bob Kiss provided additional wording to be included with the cover letter to all new owners in their welcome packet. Deborah McGraw will revise the letter and provide it to the Board for further review and approval at the next Board meeting.
- c) **Annual Firebreak project update** – Miles Dooher reported that he and Emile Nurisso met with Fire Marshall Michael Leong and the City of San Mateo Parks and Landscape manager Mike Blondino. Plans were discussed for the 2013 Five-Year Defensible Fire Space project. It was agreed that the pruning project can be completed in 2 phases in a two-year period, same as last time, with Phase 1 (all HOA lands except the Cherrywood area) occurring in summer 2013 and Phase 2 (Cherrywood) occurring summer 2014. It was agreed that the City of San

Mateo will pay for 19% of the cost of the Phase 1 pruning in the Laurelwood Park area, which is consistent with the 2010 Agreement the association has with the City of San Mateo for the annual firebreak weed abatement.

**ADJOURNMENT**

The next Board of Directors Meeting was scheduled for Tuesday, May 28, 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 legal advice, delinquent owner accounts, the Bohley Consulting proposal and the PML Management annual renewal contract at 7:25pm.

Respectfully Submitted,

Deborah McGraw, CCAM  
PML Management Corporation