

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

August 27, 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 5:35pm. Other Board members in attendance were Jack Albrecht, Miles Dooher, Bob Kozak and Emile Nurisso. Deborah McGraw represented PML Management Corporation, and other homeowners attended.

OPEN FORUM

The owners of 1404 De Anza attended the meeting to discuss a landscape easement issue.

The owners of 1660 Toyon attended the meeting to discuss concern with a dog which lives in a neighboring home on Toyon.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. No changes were indicated.

EXECUTIVE SESSION DISCLOSURE

The Board of Directors met in Executive Session on July 23, 2013, to discuss:

- Legal advice - Discussion only.
- Delinquent owners – Discussion only.
- Bohley Drainage Proposal Review – Discussion only.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Emile Nurisso and seconded by Bob Kozak, the Minutes of the July 23, 2013 Board of Directors Meeting were approved as corrected.

REPORTS

Treasurer — the Board reviewed the July 2013 financial statement as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	130	159,590	160,321	731
Total Maint. & Repairs	1,725	26,665	29,239	(2,574)
Total Utilities	1,712	8,646	10,584	(1,938)
Total Admin. Expenses	3,428	37,166	41,244	(4,079)
Total Reserve Expenses	3,050	3,050	20,972	(17,922)
Total Assets		392,405		
Total Liabilities		1,789		
Total Fund Balances		390,616	\$312,379 est year end	

The Board reviewed a revised Assessment Collection Policy Package, provided by ASAP Collections, which will be compliant with the renumbered Davis-Stirling Act that goes into effect January 1, 2014. After some discussion, the Board agreed to review the new policy and discuss it further at the September Board meeting.

Landscape Committee – Miles Dooher reported on the following:

- The city of San Mateo has paid their portion of the annual brush clearing at \$675.45.
- July 2013 J. Cozzolino Landscape Services monthly report was provided for Board review.
- Notification was sent to all Cherrywood residents regarding the Defensible Fire Space project on July 29, 2013. Completion is scheduled for September 4th, when an inspection will be performed by the Fire Marshal's office.
- The Board reviewed an estimate from Loral to remove 2 Canary Island Pine trees in the association's landscape maintenance easement next to 1633 Toyon at a cost of \$1,238. After some discussion Emile Nurisso made a motion to approve of the proposal. Jack Albrecht seconded the motion, which was unanimously approved.
- The Board reviewed information regarding the recent infestation of California oak moth. It was agreed to obtain an opinion from arborists on how to address the issue.

Architectural Committee – The following architectural approvals have been granted since the last board meeting:

Date Received	Address	Description of Work	Status
7/31/13	1525 De Anza	1. For pruning and landscape renovation 2. Replacing the existing fence at the back of the property.	Approval letter sent 8/20/13
8/12/13	1608 Toyon	To install a fence around the back of the home along the property line.	Approved by the Committee on 8/27/13. An approval letter will be sent to the owner.

The Board discussed a request from the owner of 1404 De Anza to install a fence on their lot within the association’s maintenance easement. The owner was referred to discuss the fence installation with the city of San Mateo first, and then to return to the HOA once the city’s requirements are understood. It was also noted that corrected Architectural Audit letters were sent to 3417 Westwood and 3408 Westwood Court.

Public Safety – The Board discussed a situation where residents have expressed concern regarding a possibly dangerous dog in their neighborhood on Toyon. It was agreed that representative(s) of the Board would meet with the owner of the dog in question. The purpose of the meeting would be several-fold: 1) to inform the owner that a concern has been raised about their dog and whether it potentially poses a public safety risk 2) to ensure the owner is fully aware of CC&Rs Section 5.07 *Animals* in terms of owner’s responsibilities to control their dog(s), and 3) to ensure that the owner is aware of the August 2013 newsletter article regarding dog safety. Additionally, the Board agreed to conduct similar meetings with the owners of other dogs reported as potential concerns. The Board also discussed the possibility of contacting the Peninsula Humane Society to request their assistance in assessing such situations which are brought to the Board’s attention (since this may be a standard service offered by PHS). Finally, in response to the comments made at the Open Forum, the Board expressed interest in learning more about how other communities have addressed these types of animal safety concerns. To that end, the Board agreed to request assistance from the 1660 Toyon owner with any materials they may be able to find through their research.

UNFINISHED BUSINESS

- a) **Hillside Drainage Topic** – The Board reviewed potential locations for the installation of dissipater boxes to improve hillside drainage.
- b) **SM Sewer Lateral Program Change, Sugarloaf Response** – Tabled for further discussion at a future Board meeting.
- c) **Review Draft Policy for Driveway Paver Stones** – The Board reviewed a first draft policy for the use of “Paver” stones for driveway replacements. Additional comments were provided, and Bob Kiss will provide an updated draft policy for further review at the next Board meeting.

NEW BUSINESS

- a) **Initial 2014 Budget/Reserve Study Planning** – Deborah McGraw stated that Golden Consulting Services is in the process of performing the annual update to the reserve study, which will be included with the draft budget (targeted to be available prior to the September Board meeting).

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Tuesday, September 24, 2013, 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 delinquent owner accounts and the Bohley Consulting proposal at 7:50pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation