

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

March 5, 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 5:41pm. Other Board members in attendance were Jack Albrecht, Miles Dooher, Bob Kozak and Emile Nurisso. Deborah McGraw represented PML Management Corporation.

OPEN FORUM

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

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

At 5:44pm the Board went into Executive Session to discuss Legal Representation and the PML Management annual renewal contract. At 6:30pm, the Board resumed the regular Board meeting.

EXECUTIVE SESSION DISCLOSURE

The Board of Directors met in Executive Session on January 22, 2013, to discuss:

- Approval of owner requested payment plans for the 2013 association dues
- Review of payment in full for the association dues account previously turned over to ASAP Collections
- Legal representation by attorney Marc Bender

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Bob Kozak and seconded by Emile Nurisso, the Minutes of the January 22, 2013 Board of Directors Meeting were unanimously approved as submitted.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	158,311	158,311	158,503	192
Total Maint. & Repairs	2,100	2,100	4,177	(2,077)
Total Utilities	332	332	1,512	(1,180)
Total Admin. Expenses	2,753	2,753	5,892	(3,139)
Total Reserve Expenses	0	0	2,996	(2,996)
Total Assets		461,443		
Total Liabilities		2,050		
Total Fund Balances		459,393	\$312,379 est year end	

Landscape Committee – Miles Dooher reported on the following:

- 3401 Oakhill – An owner contacted the Landscape Committee to complain about the artificial turf installed at 3401 Oakhill. The Board agreed that the installation was performed properly and tastefully. PML was requested to send a letter to the owner who had complained, explaining that artificial turf is allowed to be installed in our development (and per Civil Code).
- 3416 Chris – The owner advised the landscape committee about a large tree limb which fell down behind their home in the common area. They also inquired about a large black drainage pipe. Miles Dooher explained that the large black drainage pipe had been disconnected many years ago so he'll ask Loral to remove it when they are on site to remove the large tree limb.
- 1858 Parkwood – Pine trees were removed in the common area bordering 1858 Parkwood by Loral, as requested by the committee.
- Jim Cozzolino installed new, more efficient landscape sprinklers on Cheryl and Chris Lanes.
- 1653 Toyon – The owner expressed concern to the landscape committee about the Canary Island Pine tree which appears to have damaged the sidewalk and fence. After some discussion, the landscape committee agreed that the tree could be removed. Bob Kiss offered to contact the owner to advise that the committee plans to remove the tree.

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

Date Received	Address	Description of Work	Status
1/19/13	1837 Parkwood	To replace the garage door with a model T50L steel door from Clopay, solid with no glass. Paint in color scheme 2E.	Approval letter sent 2/1/13
1/24/13	1669 Sugarloaf	To replace the back fence with a fence style and height as per the current structure	Approval letter sent 2/26/13
2/18/13	1941 Parkwood	To replace the garage door using a Ranch Panel/Cascade Window garage door design.	Approval letter sent 3/4/13

The Board discussed 3536 Broadview, where the owner has installed decorations in the front trees and on their garage. Deborah McGraw was requested to send a letter to the new owner advising them that Board approval is required to place permanent decorations on the home.

Public Safety – The Board reviewed correspondence from the residents of 1656 Toyon regarding a man observed in the wooded reserve area behind their home.

UNFINISHED BUSINESS

- a) **Ballot Counting/Completion of Election Process** – Deborah McGraw confirmed that a quorum of 116 owners was represented. The Board then opened all of the ballots and determined that since there were no write-in nominees, Emile Nurisso and Bob Kozak were elected to the Board and the Tax Reduction Resolution was approved. The balloting results were as follows: Emile Nurisso, 126 votes; Bob Kozak, 124 votes, Tax Resolution, 124 votes FOR, 1 vote AGAINST.

Emile Nurisso then made a motion to approve of the following officer positions. The motion was seconded by Bob Kozak and unanimously approved.

- President Bob Kiss
- Vice President Miles Dooher
- Treasurer Jack Albrecht
- Secretary Emile Nurisso
- Director at Large Bob Kozak

- b) **Hillside Drainage Topic** – The Board reviewed a status report received from Bohley Consulting. Deborah McGraw was requested to contact Pete Bohley in order to have him attend the April Board meeting to discuss the report.
- c) **Tree Survey Program** – Deborah McGraw reported that Kevin Kielty has not been responsive to her request to re-submit an accurate tree survey map. Miles Dooher offered to contact Mr. Keilty.

NEW BUSINESS

- a) **Review SM Sewer Lateral Program Update** – The Board discussed the situation with the City of San Mateo running out of money for the 2013 sewer lateral program. It was agreed to discuss this further at the April Board meeting.

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Tuesday, April 23, 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 representation and delinquent owner accounts at 7:31pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation