

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

May 28, 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 5:46pm. Other Board members in attendance were Jack Albrecht, Miles Dooher and Emile Nurisso. Director Bob Kozak was absent. 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.

EXECUTIVE SESSION DISCLOSURE

The Board of Directors met in Executive Session on April 23, 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.
- Bohley Proposal Review – Discussion only.
- PML Management annual contract renewal – The Board reviewed and approved of the renewal contract.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Miles Dooher and seconded by Emile Nurisso, the Minutes of the April 23, 2013 Board of Directors Meeting were unanimously approved as submitted.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	(139)	159,283	159,412	129
Total Maint. & Repairs	4,428	14,179	16,708	(2,529)
Total Utilities	1,405	2,673	6,048	(3,375)
Total Admin. Expenses	4,792	22,683	23,568	(885)
Total Reserve Expenses	0	0	11,984	(11,984)
Total Assets		429,838		
Total Liabilities		3,537		
Total Fund Balances		426,301	\$312,379 est year end	

It was noted that accounts 62-00017 and 62-16380 are delinquent and no payments have been made. Accounts 62-00077 and 62-18500 are still on payment plans and due to make another payment in June 2013.

Landscape Committee – Miles Dooher reported on the following:

- The Board requested that J. Cozzolino send a proposal for the annual weed abatement for review.
- The Committee met with the resident at 1661 Toyon and determined that the Oak tree, which needs pruning, is located on the owner’s property and not common area.
- There is a leaking backflow prevention device at the Denali tennis courts. PML was requested to follow up with First Equity Management for the device to be repaired.
- Approved J. Cozzolino proposal to replace 2 irrigation controllers at a cost of \$625
- Reviewed April 2013 landscape report from J. Cozzolino
- Approved deadwood limb removal on white alder on common space near 1601 De Anza by Advanced Tree Care at a cost of \$320
- Approved Pine tree removal on common space between 1649/53 Toyon by Loral Tree Service at a cost of \$640

- The Committee approved an owner request to prune an Oak tree for view behind 1653 Toyon, which will be completed by Loral Tree Service (at owner cost).
- PML was requested to advise First Equity (Denali) to install a closure on the entry gate to the tennis court to keep the gate closed.

Architectural Committee – 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>
4/28/13	3408 Leafwood	To replace the garage door with a Stratford 3000 metal door in long panel design with obscure glass, painting in Kelly-Moore Oyster 26.	Approval letter sent 5/1/13
5/6/13	3401 Leafwood	To repaint the home in color scheme E	Approval letter sent 5/13/13

Bob Kiss reported that the annual exterior audit was completed on 5/5/13. There were 35 priority “A” issues, 24 “B” issues, and 16 garage door color issues noted during the inspection.

Public Safety – Bob Kiss noted that the San Mateo Police department recently commented on an observed drop in the rate of burglaries locally. They attributed this, in part, to the recent arrests of suspects believed responsible for recent burglaries in San Mateo. At the same time, they continue to encourage residents to report suspicious behavior. They also recommended that it is often better to respond to a knock at the door by saying you cannot open the door rather than ignoring the knock. Burglars are often looking for homes where no one responds to a knock at the door since they take that as indication no one is home. This information was discussed at the May meeting of the San Mateo United Homeowners Association (SMUHA), of which Sugarloaf HOA is a member.

UNFINISHED BUSINESS

- Hillside Drainage Topic** – The Board reviewed a drainage dissipater drawing prepared by Pete Bohley. After some discussion, the Board asked PML to invite Pete to the June meeting to further discuss the drain dissipater concept.
- SM Sewer Lateral Program Change, Sugarloaf Response** – Bob Kiss reported that the city of San Mateo has exhausted the funding for the sewer lateral repair cost-sharing program. The Public Works department is currently developing revisions to the program, which are still in the review stage with the Public Works Commission.
- Visitor Parking Rules** – The Board reviewed the association’s current visitor parking policy and agreed to continue to use the existing violation notice as necessary.
- New Owner Welcome Letter Revisions** – The Board reviewed the revised letter and, on a motion duly made by Jack Albrecht, seconded by Emile Nurisso and unanimously approved by the Board, agreed to have it included with the welcome package provided to new owners.
- Annual Firebreak Project Update** – Miles Dooher reported that proposal requests have been sent to Loral Tree Service, Advanced Tree Care, and Arborwell, requesting a response by 6/12/13.

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Monday, June 17, 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 legal advice, delinquent owner accounts, and the Bohley Consulting proposal at 7:14pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation