

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

November 26, 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.

OPEN FORUM

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

AGENDA & CALENDAR REVIEW

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

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Emile Nurisso and seconded by Jack Albrecht the Minutes of the October 22, 2013 Board of Directors Meeting were approved as corrected with Bob Kozak abstaining from the vote.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	48	159,776	161,230	1,454
Total Maint. & Repairs	3,806	37,120	41,770	(4,650)
Total Utilities	2,059	15,118	15,120	(2)
Total Admin. Expenses	3,130	48,661	58,920	(10,259)
Total Reserve Expenses	0	26,176	29,960	(3,784)
Total Assets		341,944		
Total Liabilities		2,689		
Total Fund Balances		339,255	\$312,379 est year end	

Landscape Committee – Miles Dooher reported on the following:

- The Board reviewed the October landscape report from Jim Cozzolino
- 1515 Cherrywood leaning trees – Bob Kiss met with the owner and inspected the 2 trees which the owner is concerned about. The trees in question did not have any Kielty Tree tag numbers on them, though they do appear tall enough to present a risk to the 1515 Cherrywood property should they fall. Based on arborist Robert Weatherill's (Advanced Tree Care, ATC) inspection, the risks can be mitigated by trimming the trees. The Board agreed to request a proposal from ATC to perform the following work:

- California Bay: reduce in height to lessen burden on trunk and roots
- Live Oak: remove low limbs, lighten and thin throughout to better balance canopy

Emile Nurisso made a motion to contract with ATC contingent upon their quote not exceeding \$1,500, otherwise get an additional bid from Loral Landscaping for the work.

- Denali HOA Tennis courts water consumption appears to be less expensive since the courts are not being cleaning with water any longer. Denali has made arrangement for just leaf debris removal. It was also noted that Denali has repaired the broken gate lock.
- The owner at 1837 Parkwood hired Loral Landscaping to trim the branches of their Pine tree from the neighboring property at 1841 Parkwood.
- Irrigation in the common areas was turned off this week.

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

Date Received	Address	Description of Work	Status
10/28/13	1612 Toyon	To replace the sunroom	Approval letter sent 11/21/13
9/24/13	3509 Broadview	To replace the wood siding and window trim on the front and right side elevations	Approval letter sent 10/30/13

Public Safety – Bob Kiss reported that he has confirmed that the dog which resides at 1830 Parkwood is licensed and neutered. Bob will follow up with the Peninsula Humane Society to determine if there is any history of incidents with this dog.

UNFINISHED BUSINESS

- a) **SM Sewer Lateral Program Change, Sugarloaf Response** – No report.
- b) **Approve Final Policy for Driveway Paver Stones** – It was noted that there were a few minor comments received after providing the draft policy to the association members, as required, and that the draft has been revised to incorporate those comments. A motion was made by Miles Dooher to approve of the finalized driveway paver stone policy. Emile Nurisso seconded the motion, which was unanimously approved. Bob Kiss will upload the new policy to the Association's website.
- c) **Annual Meeting Planning, Approve Meeting Packet** – The Board reviewed a draft meeting packet for the upcoming annual meeting scheduled for 1/28/14, where Board members Jack Albrecht, Miles Dooher and Bob Kiss will be running for re-election to the Board.

NEW BUSINESS

- a) **Review Insurance Package** – Deborah McGraw reported that a renewal policy has been provided from Philadelphia Insurance for review prior to the renewal date of 1/19/14. The Board also reviewed quotes from two other insurance companies provided by Bay Area Insurance and requested Bay Area Insurance to provide a breakdown of the insurance coverage for further review. In addition, it was noted that per the tennis court agreement between the Denali and Sugarloaf, Denali is required to name the Sugarloaf HOA as an additional insured on their insurance policy for the shared courts. Deborah McGraw has requested First Equity to follow up with their insurance company in order to provide the appropriate certificate.

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Tuesday, January 28, 2014, immediately following the Annual Meeting of members to be held at the Beresford Recreation Center at 6:30pm. There being no further business before the Board, the Meeting was adjourned at 6:49pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation