

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

October 22, 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 5:53pm. Other Board members in attendance were Jack Albrecht and Emile Nurisso. Board members Miles Dooher and Bob Kozak were 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. 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 September 24, 2013 Board of Directors Meeting were approved as submitted.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	89	159,728	160,927	1,199
Total Maint. & Repairs	4,249	33,314	37,593	(4,279)
Total Utilities	2,046	13,059	13,608	(549)
Total Admin. Expenses	3,970	45,531	53,028	(7,497)
Total Reserve Expenses	23,126	26,176	26,964	(788)
Total Assets		350,140		
Total Liabilities		1,939		
Total Fund Balances		348,201	\$312,379 est year end	

Jack Albrecht reported that he spoke with Jack Brandt, of Community Association Bank (CAB), and does not recommend changing from US Bank to CAB at this time.

Landscape Committee – The Board reviewed a letter to 3517 Broadview regarding Oak trees and approved for it to be sent to the owner. Regarding the 1515 Cherrywood owner (not a Sugarloaf home) concerns about leaning trees, Bob Kiss offered to meet with the owner to discuss his concerns and report back to the Board.

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

Date Received	Address	Description of Work	Status
10/08/13	1416 De Anza	To install black iron fence, remove side wall, replace front lawn with artificial turf and install new tiles on the walkway/patio	Approval letter sent 10/15/13
10/9/13	1612 Toyon	To convert the wood siding to stucco, paint the home in color scheme D	Approval letter sent 10/22/13

Public Safety – The Board reviewed additional correspondence regarding a recommendation for a stop sign to be installed on a city street at the corner of Parkwood and Toyon Court. No action was taken at this time by the Board.

In follow-up on previous concerns about specific dogs in Sugarloaf, Bob Kiss reported that the dog at 1617 Toyon is on record as being licensed, neutered, and there is no history of issues. Bob is still in the process of confirming information regarding the dog at 1830 Parkwood. The purpose of this effort is to use access to public records as a means of identifying if there is any history of incidents with the dogs that had been brought to the attention of the Board.

PML was requested to follow up with a letter to Denali HOA about the state of the lock on the tennis courts.

UNFINISHED BUSINESS

- a) **Hillside Drainage Topic** – The Board agreed to install 6 rainwater diffuser boxes in common area locations and monitor them during the rainy season. This will provide information about the installation and stability of the devices in a few test locations prior to the Board making any decisions about recommending more widespread installation of this type of drainage improvement device.
- b) **SM Sewer Lateral Program Change, Sugarloaf Response** – Tabled for further discussion at a later meeting.
- c) **Review Draft Policy for Driveway Paver Stones** – The draft policy was mailed to all HOA members for 30-day comment with the October newsletter, per HOA governing documents. Tabled for further discussion at the next Board meeting to consider approving the new policy after the HOA member comment period.
- d) **Approve 2014 Budget** – The Board reviewed the draft budget. After some discussion, Emile Nurisso made a motion to approve of the budget with no increase in the annual dues. Jack Albrecht seconded the motion, which was unanimously approved.

NEW BUSINESS

- a) **Appoint Annual Election Official and Nominating Committee** – The Board formally approved of PML Management as the election official for the upcoming 2014 Annual Meeting of members and Bob Kozak and Emile Nurisso were appointed to the Nominating Committee. It was noted that the board members up for re-election are Bob Kiss, Jack Albrecht and Miles Dooher. A tentative date of Tuesday 1/28/14 has been set for the annual meeting. PML was requested to book the date at the Beresford Rec Center.

CORRESPONDENCE

The Board reviewed correspondence about a parking issue on Parkwood Drive and agreed to look into the matter.

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Tuesday, November 26, 2013, at 5:30pm at the office of PML Management. There being no further business before the Board, the Meeting was adjourned at 7:19pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation