

# SUGARLOAF HOMEOWNERS ASSOCIATION

## Minutes of the Board of Directors Meeting

September 24, 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.

### EXECUTIVE SESSION DISCLOSURE

The Board of Directors met in Executive Session on August 27, 2013, to discuss:

- 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 August 27, 2013 Board of Directors Meeting were approved as corrected.

### REPORTS

**Treasurer** — the Board reviewed the August 2013 financial statement as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	50	159,639	160,624	985
Total Maint. & Repairs	2,400	29,065	33,416	(4,351)
Total Utilities	2,367	11,013	12,096	(1,083)
Total Admin. Expenses	4,396	41,561	47,136	(5,575)
Total Reserve Expenses	0	3,050	23,968	(20,918)
Total Assets		385,892		
Total Liabilities		4,389		
Total Fund Balances		381,503	\$312,379 est year end	

On a motion duly made by Jack Albrecht, and seconded by Emile Nurisso, the Board unanimously approved to have CPA Paula Thielen to prepare the association's 2013 Review and taxes.

Jack Albrecht also advised the Board that he has made contact with Jack Brandt, Community Association Bank (CAB), and will provide more information about possibly changing the association's operating account from US Bank to CAB at the next Board meeting.

**Landscape Committee** – Miles Dooher reported on the following:

- Payment has been received from the city of San Mateo for their portion of the fire break clearing.
- The Board reviewed a proposal, from J. Cozzolino to add wood chips to various areas of the complex and agreed to postpone the work at this time.
- The August landscape report from J. Cozzolino was reviewed.
- In response to the current oak moth infestation, it was agreed, per arborist recommendation, to have Advanced Tree Care fertilize the Oak trees on Parkwood and Broadview.

- 1837 Parkwood – The Landscape Committee made contact with the owner, where it was determined that the trees in question were located on the owner’s property.
- The owner of 3413 Allison advised the Landscape Committee of possible damage to their property from the defensible fire protection tree pruning project. Miles Dooher agreed to follow up with the property owner.

**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>
8/26/13	1845 Parkwood	To repaint the home in color scheme “D”	Approval letter sent 9/10/13

**Public Safety** – The Board reviewed a summary of discussions with the owners of two dogs which were previously brought to the Board’s attention by HOA members. The Board representatives met with each of the owners and delivered to them the section of the CC&Rs (5.07) which refers to owner’s responsibility with respect to their animals as well as another copy of the recent newsletter article on the topic. After some discussion, a motion was duly made by Emile Nurisso, seconded by Bob Kozak, and unanimously approved by the Board to contact the Peninsula Humane Society (PHS) to request PHS assistance in the Board followup to the concerns voiced by HOA members regarding these two dogs.

The Board also discussed a recent situation where a dog (not on a leash) owned by someone who lives at Denali was struck and killed by a vehicle traveling up Parkwood Drive. A police report has been filed and is currently being investigated. Related to this topic, the Board reviewed a note from a resident recommending to install additional stop signage at the Parkwood/De Anza intersection to make it a 4-way stop (currently stop signs only on the Parkwood sides). It was noted that the Board does not have jurisdiction over traffic signage on city streets.

**UNFINISHED BUSINESS**

- a) **Hillside Drainage Topic** – The Board reviewed options for installing water dissipater boxes on association property. It was agreed to evaluate a diffuser box prototype and monitor the hillside drainage through the rainy season.
- b) **SM Sewer Lateral Program Change, Sugarloaf Response** – Tabled for further discussion at the next board meeting.
- c) **Review Draft Policy for Driveway Paver Stones** – The Board reviewed a proposed policy as presented by the Architectural Committee. After some discussion, a motion was made by Bob Kozak to approve of the policy, pending the standard 30-day review period provided to owners for a new operating rule. Emile Nurisso seconded the motion, which was unanimously approved by the Board. The proposed policy will be sent to homeowners with the next monthly newsletter.
- d) **2014 Budget/Reserve Study Review** – The Board reviewed the draft budget and provided feedback to PML. Debbie McGraw was requested to provide an updated budget draft by October 11 to the board members for off-line review prior to the October Board meeting, where budget approval will be sought.

**NEW BUSINESS**

- a) **Review/Approval of Updated Collection Policy**- After review of an updated collection policy as provided by ASAP Collection Service, a motion was duly made by Miles Dooher, seconded by Jack Albrecht, and unanimously approved by the Board to adopt the following resolution:

**WHEREAS**, the Board of Directors desires to adopt the Assessment Collection Policy for Delinquent Assessments (“Collection Policy”) to comply with current legislation; and

**WHEREAS**, Civil Code Section 4235 provides that any proposed amendment which is necessary to comply with current law is not subject to the rule change procedure set forth in Civil Code Section 4360.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby replaces the Association’s Collection Policy to comply with current laws.

A copy of the updated collection policy will be provided to owners with the 2014 annual budget report.

**ADJOURNMENT**

The next Board of Directors Meeting was scheduled for Tuesday, October 22, 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 approve previous meeting minutes at 7:45pm.

Respectfully Submitted,

Deborah McGraw, CCAM  
PML Management Corporation