

# SUGARLOAF HOMEOWNERS ASSOCIATION

## Minutes of the Board of Directors Meeting

April 22, 2014

### ORDER

The meeting, which was held at the office of PML Management Corporation, located at 655 Mariners Island Blvd., Suite 301, in San Mateo, CA, was called to order by Vice President Miles Dooher at 5:38pm. Other Board members in attendance were Jack Albrecht and Bob Kozak. Board President Bob Kiss attended later on in the meeting, and Board member Emile Nurisso was absent. Deborah McGraw and Kathy Stathakopoulos represented PML Management Corporation.

### OPEN FORUM

None.

### 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 Jack Albrecht and seconded by Bob Kozak, the Minutes of the January 28, 2014, Board of Directors Meeting were approved as submitted with Bob Kozak abstaining from the vote since he was not in attendance at the January meeting.

### EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on March 25, 2014 to discuss delinquent owner accounts. The Board agreed to apply the association's late fee and delinquency charges to each overdue account, notifying the owners in a certified delinquency letter and requesting payment of the past due amount.

### REPORTS

**Treasurer** — the Board reviewed the March 2014 financial statement as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	43	158,333	158,858	525
Total Maint. & Repairs	4,791	7,207	8,370	(1,163)
Total Utilities	792	562	3,132	(2,570)
Total Admin. Expenses	3,245	6,444	10,048	(3,604)
Total Reserve Expenses	0	0	5,992	(5,992)
Total Assets		465,400		
Total Liabilities		659		
Total Fund Balances		464,741	\$317,332 est year end	

Deborah McGraw advised the Board that US Bank will start, effective May 1<sup>st</sup>, charging the association fees for bank services since the account balances are not sufficient to provide free specialized services for association banking. After some discussion, Bob Kiss asked Deborah to provide the name/contact information for the association's representative at US Bank for him to contact and take up this topic.

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

- Landscape report for April 2014 from Jim Cozzolino. It was noted that the annual weed abatement / brush clearing in the common areas is shown on the calendar as scheduled for May. After some discussion, Miles requested PML to contact Jim Cozzolino and reschedule the project to June.
- Miles Dooher stated that he and Jack Albrecht will meet with the owner of 3405 Oakhill Court, regarding a request to prune various trees in the common area for view.
- Bids will be requested from Loral Tree Service, Arborwell, and Advanced Tree Care for the priority 2 trees detailed in the 2012 Kielty Tree report.
- Deborah McGraw reported that Tammy with CalWater has confirmed that the fire hydrants (located on private streets) are maintained by CalWater on an as-needed basis, which includes painting, greasing nozzles, and makings sure trimmings are 3 feet back from hydrant. During drought, they will not flush the hydrants, but do monitor that the water line has movement. Greasing nozzles is done every 5-10 years.

**Architectural Committee** – Deborah McGraw stated that there were no architectural approvals for the Board to review. Bob Kiss stated that the association’s annual Architectural Audit inspection was tentatively scheduled for May 17, 2014. During the audit, Jack Albrecht requested the committee to inspect the private streets for maintenance and hedges growing over sidewalks for additional pruning. Bob also mentioned that the audit team will review homes as candidates for the 2014 San Mateo Outstanding Home Maintenance Recognition award.

**Public Safety** – The Board reviewed information regarding a community communication system called Village Defense. After some discussion, the Board decided not to pursue any further activity based on the offer. Bob Kiss reported that, after the association sent a letter to the city of San Mateo’s Traffic Engineer, with the support of many indicated Sugarloaf homeowners, the traffic barrier was removed from in front of the firehouse on De Anza. The HOA letter mentioned that the existing traffic barrier was blocking visibility of traffic flow for cars turning onto De Anza from the westbound exit from Highway 92.

## **UNFINISHED BUSINESS**

a) **Election Process Completion** – Since the election process was not able to be concluded at the previous Board meeting held on 3/25/14 due to lack of a quorum, the Board completed the election process at the April Board meeting with a reduced quorum requirement, per the association’s Bylaws Section 4.6. Deborah McGraw confirmed that a quorum was represented by 112 owners. The Board, under the direction of PML Management (the Election Official) then opened all of the ballots and determined that since there were no valid write-in nominees, Jack Albrecht, Miles Dooher and Bob Kiss were elected to the Board and the Tax Reduction Resolution was approved. The balloting results were as follows:

- Jack Albrecht, 104 votes
- Miles Dooher, 105 votes
- Bob Kiss, 119 votes
- Tax Resolution, 112 votes FOR, 0 votes AGAINST.

Miles Dooher 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	Bob Kozak
Treasurer	Jack Albrecht
Secretary	Emile Nurisso
Director at Large	Miles Dooher

b) **Review HOA Insurance Policies for 2014** – After review of the information table provided to the Board, which detailed comparisons of the insurance policies and premiums for various insurance carriers, the Board asked Deborah McGraw to contact Bay Area Insurance and ask them for the following information:

- a. What are the requirements for the association to have a Worker’s compensation policy,
- b. Would there be any financial penalties for cancelling the policy with Philadelphia during the policy term; and,
- c. The Board asked for additional background information about the Foremost Signature Insurance Company.

c) **SM Sewer Lateral Program Change (Sugarloaf Response)** – No report.

## **NEW BUSINESS**

a) **PML Contract Renewal for Coming Year** – The Board reviewed a renewal contract and agreed to the conditions, effective April 1, 2014.

## **ADJOURNMENT**

The next Board of Directors meeting was scheduled for Tuesday, May 27, 2014, at the office of PML Management located at 655 Mariners Island Blvd., in San Mateo at 5:30pm. There being no further business before the Board, the Meeting was adjourned into Executive Session to discuss delinquent homeowner accounts at 7:09pm.

Respectfully Submitted,

Deborah McGraw, CCAM  
PML Management Corporation