

**SUGARLOAF HOMEOWNERS ASSOCIATION**

Minutes of the Board of Directors Meeting

November 25, 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 President Bob Kiss at 5:40pm. Other Board members in attendance were Jack Albrecht, Miles Dooher, Bob Kozak, and Emile Nurisso. Deborah McGraw represented PML Management Corporation.

**AGENDA & CALENDAR REVIEW**

The Board reviewed the Agenda and Calendar and agreed to cancel the December Board meeting since no pressing business was identified at this time.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made by Bob Kozak and seconded by Emile Nurisso, the Minutes of the October 28, 2014, Board of Directors Meeting were approved as corrected. Miles Dooher and Bob Kiss abstained since they were not in attendance at the October meeting.

**EXECUTIVE SESSION DISCLOSURE**

Executive Session convened on October 28, 2014 to discuss a delinquent account and attorney representation.

**REPORTS**

*Treasurer* - The Board reviewed the October 2014 financial statement as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	90	159,455	161,490	2,035
Total Maint. & Repairs	3,473	33,862	41,850	(7,988)
Total Utilities	2,542	12,775	15,660	(2,885)
Total Admin. Expenses	3,137	34,757	50,240	(15,483)
Total Reserve Expenses	795	18,990	29,960	(10,970)
Total Assets		383,465		
Total Liabilities		3,945		
Total Fund Balances		379,520	\$317,332 est year end	

*Association fine policy* – A draft fine policy has been sent to an attorney for initial review.

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

- *Phase 3 tree pruning* – Miles will review the Kielty report, which identifies trees by hazard level, with Loral Landscaping and Advanced Tree Service to determine the level 3 trees which will need to be pruned in 2015. Specifications will be developed in order for bidding purposes.
- *Irrigation system* – It is the recommendation of the landscape committee to start upgrading/replacing older irrigation controllers. Deborah McGraw stated that Cal Water is providing rebates for various irrigation upgrades in an effort to incentivize water conservation. Information about the rebates will be gathered and provided to Miles Dooher and Cozzolino Landscaping for further review. After some discussion, a motion was made by Miles Dooher to proceed with an irrigation controller replacement project, starting with zone 8. Once a plan is developed, specific costs will be brought to the Board for review and approval. Jack Albrecht seconded the motion, which was unanimously approved.

*Architectural Committee* – There was discussion regarding the following homes:

- *1821 Parkwood* – The hedge along the sidewalk needs to be pruned. It’s too tall and hangs over the sidewalk. It was noted that a letter was sent to the owner in July 2014 requesting the hedge to be pruned. No response has been received from the owner. PML was requested to send another letter to

the owner.

- *3505 Broadview* – PML was requested to remind the owner that the rocks and children’s toys need to be cleaned up at the end of the day.

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>
11/11/14	1853 Parkwood	To replace/repair the roof using the same type of roofing material (the work has already been completed).	Pending approval by the ACC
11/6/14	1801 Parkwood	To repaint the exterior of the home using the same color scheme (Oyster stucco, El Dorado Tan trim, Newburyport Blue semi-solid stain for wood siding.)	11/24/14 approval letter sent

*Mailboxes on traffic barriers* – The Board reviewed a draft memo reminding owners that their personal mailboxes are not allowed to be installed on the private street barriers, since they are association property. After the memo has been finalized, it will be sent to the individual owners with mailboxes on existing barriers.

*Monthly site inspection* – No report.

**Public Safety** – The Board discussed replacing the faded no trespassing signs leading to common area property. After some discussion a motion was made by Bob Kozak to purchase and install new No Trespassing signs at a cost not to exceed \$1,000 in total. Emile Nurisso seconded the motion, which was unanimously approved. It was also noted that the bike lanes on De Anza have been re-painted by the San Mateo Public Works department, as requested by the association.

#### **UNFINISHED BUSINESS**

- a. **HOA Document Storage Review** – The Board agreed to review one box of archive documents currently being kept at PML’s office.
- b. **Annual Meeting & Election Planning** – The Board agreed to hold the 2015 Annual Meeting at the Beresford Recreation Center in San Mateo on Tuesday, January 20, 2015. The Directors up for re-election are Bob Kozak and Emile Nurisso. At this time, there was discussion about the difficulty of obtaining a quorum of ballots for the annual meeting election. Deborah McGraw cautioned the Board against taking punitive actions against owners for not returning their ballot and suggested the Board rather consider incentives to stimulate voting.

#### **NEW BUSINESS**

- c. **Insurance Policy Renewal, 1/19/15** – The Board reviewed a proposal from Bay Area Insurance for the association’s upcoming insurance policy renewal on 1/19/15, providing information from two carriers: Philadelphia (the existing carrier) and Foremost. After discussion, a motion was made by Emile Nurisso to approve of the package from Foremost with an annual premium of \$8,772. Bob Kozak seconded the motion, which passed with a vote of 3 in fav

#### **ADJOURNMENT**

The next Board of Directors meeting was scheduled for Tuesday, January 20, 2015, at the Beresford recreation center in San Mateo, immediately following the Annual Meeting of Members. There being no further business before the Board, the Meeting was adjourned into Executive Session to discuss a delinquent homeowner account and legal matters at 7:19pm.

Respectfully Submitted,

Deborah McGraw, CCAM  
PML Management Corporation