

## SUGARLOAF HOMEOWNERS ASSOCIATION

### Minutes of the Board of Directors Meeting

October 28, 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 association Secretary, Emile Nurisso at 4:03pm. Other Board members in attendance were Jack Albrecht, and Bob Kozak. Directors Bob Kiss and Miles Dooher were absent. Deborah McGraw represented PML Management Corporation.

#### AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

#### APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Bob Kozak and seconded by Emile Nurisso, the Minutes of the September 23, 2014, Board of Directors Meeting were approved as corrected.

#### EXECUTIVE SESSION DISCLOSURE

Executive Session convened on September 23, 2014 to discuss a delinquent account and legal matters.

#### REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	41	159,365	161,161	1,796
Total Maint. & Repairs	2,935	30,389	37,665	(7,276)
Total Utilities	2,269	10,233	14,094	(3,861)
Total Admin. Expenses	3,176	31,620	45,216	(13,596)
Total Reserve Expenses	3,000	18,195	26,964	(8,769)
Total Assets		393,048		
Total Liabilities		3,670		
Total Fund Balances		389,378	\$317,332 est year end	

*Auto payment of utilities* – After some discussion, the Board agreed to have the association's PG&E bill paid via auto pay, but the water bills will continue to be paid via check.

*Fine Policy* – The Board reviewed a sample fine policy as prepared by PML Management. After some discussion it was agreed to have an attorney review/revise the draft document (operating rule) as necessary before it's sent to all members for 30 day comment review.

*Landscape Committee* – The Board reviewed the following items:

- *1842/1846 Parkwood water intrusion* – On 9/24/14 the landscape committee inspected the area behind the homes and could not find any broken irrigation or other issues which could have caused the water intrusion under the homes.
- *Oak tree between Cherrywood and Douglas Court* – The Board reviewed a proposal from Advanced Tree Care (ATC) to remove the dead Oak tree at a cost of \$675. On a motion duly made by Emile Nurisso and seconded by Bob Kozak, the Board unanimously approved for ATC to remove the tree.

- *Pine tree behind 3404 Westwood Court* – The Board reviewed a proposal from Loral Landscaping at a cost of \$544 to remove a Pine tree behind the property which has an infestation of borer beetles and is in serious decline. On a motion duly made by Emile Nurisso and seconded by Jack Albrecht, the Board unanimously approved for Loral to remove the tree.

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

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
9/26/14	1905 Parkwood	To re-paint home in color scheme D	Approval letter sent 10/13
9/26/14	1904 Parkwood	To install solar panels	Approval letter sent 10/6
10/2/14	1672 Toyon	To repaint home in existing Kelly Moore color scheme	Approval letter sent 10/27
10/20/14	1669 Toyon	To replace the outside fence	Approval letter sent 10/27

*1834 Parkwood Drive* – It was noted that on 10/9/14 the owner responded to management stating that they have addressed the various issues with their tenants, which were brought to their attention in a recent violation letter. All issues appear to have been resolved.

Deborah McGraw reported that the monthly site inspection was performed on 10/13/14.

*3401 Douglas*– Since the home is up for sale, it was agreed that PML Management will provide copies of the unit’s violation letters, which are for non-compliance with the association’s painting regulations, in the association’s disclosure file so potential owners are aware that the home must be brought into compliance once sold.

*Public Safety* – The Board discussed replacing old, faded “no trespassing” signs on the private streets. Jack Albrecht agreed to inspect the existing signs and contact Fast Signs for a cost to replace them as necessary.

## **UNFINISHED BUSINESS**

- HOA Document Storage Review** – Bob Kozak reported that he has picked up one box of archive documents from attorney John Garvic. The box was left at PML Management for further review by the Board at a later date.
- Private Lane Barriers Maintenance** – Emile Nurisso reported that the project was completed and that he was very happy with the quality of work performed by Von Almen Construction.
- 2015 Draft Budget/Reserves Review & Approval** – The Board reviewed the draft budget and made some minor changes to the association’s operating budget. After some discussion, a motion was made by Jack Albrecht to approve of the budget with no increase in the annual dues of \$700 per unit. Bob Kozak seconded the motion, which was unanimously approved.

## **NEW BUSINESS**

d. **Appoint Annual Meeting Election Official & Nominating Committee** – It was noted that Emile Nurisso and Bob Kozak are up for re-election at the 2015 Annual Meeting of Members, tentatively scheduled for January 27, 2015 at the Beresford Recreation Center in San Mateo. The Nominating Committee will be comprised of Directors Bob Kiss, Jack Albrecht and Miles Dooher and owners will be notified of candidacy requests in an upcoming newsletter.

e. **Discuss Election Balloting Strategy** – The Board discussed strategies in order to receive as much member participation as possible during the upcoming annual election. Jack Albrecht offered to have special envelopes made which have the Sugarloaf logo instead of the PML logo. The envelopes will be used to mail out the annual meeting notice and related ballot packet. Emile Nurisso made a motion to assess a \$25.00 administrative charge when a quorum is not achieved by the deadline for election voting. The charge would be levied against those owners who do not send in a ballot. Bob Kozak seconded the motion, which was unanimously approved. It was agreed to include a short paragraph in the ballot letter explaining why the association has agreed to this charge. Note: it was subsequently determined that the Board cannot institute an administrative charge in this way (by Board vote without opportunity for member input on a proposed new operating rule). Accordingly, there was no administrative charge instituted as described.

## **OPEN FORUM**

There were no owners present to discuss items in open forum.

## **ADJOURNMENT**

The next Board of Directors meeting was scheduled for Tuesday, November 25, 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 a delinquent homeowner account and a legal issue at 5:10pm.

Respectfully Submitted,

Deborah McGraw, CCAM  
PML Management Corporation