

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

April 28, 2015

ORDER

The meeting, which was held at the office of PML Management, located at 655 Mariners Island Blvd., 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.

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 March 16, 2015, Board of Directors Meeting were unanimously approved as corrected.

REPORTS

Treasurer - The Board reviewed the March 2015 financial statement as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	1,129	159,429	158,548	(881)
Total Maint. & Repairs	2,400	10,073	13,731	(3,658)
Total Utilities	124	2,037	4,116	(2,079)
Total Reserve Expenses	500	500	10,635	(10,135)
Total Admin. Expenses	4,750	11,596	13,383	(1,787)
Total Assets		489,099		
Total Liabilities		1,050		
Total Fund Balances		488,049	346,752 est year end	

Landscape Committee –Miles Dooher reported on the following:

- March 2015 landscape report provided by Jim Cozzolino
- Clock #1 Irrigation controller replacement at \$375
- Phase 3 tree pruning – The Board reviewed bids from Arborwell, Loral Landscaping and Advanced Tree Care. After some discussion, Miles Dooher made a motion to approve of the bid from Arborwell. Emile Nurisso seconded the motion, which was unanimously approved.
- Advanced Tree Care is scheduled for 4/30 and 5/1 to prune 12 trees behind Parkwood Drive homes, adjacent to Hwy 92 (different from the Phase 3 project).
- Loral Landscaping has removed one Chestnut tree in the Cherrywood open space where a large limb fell and was deemed hazardous.
- Cal Water Rebate – to be completed after receipt of irrigation controller purchases for zone #1 and 8.
- Correspondence from 1505 De Anza -The owner of 1505 De Anza asked for assistance with potential pruning of a large Oak tree in the rear of the next door property at 1501 that he believes is a potential threat to property and people. Upon review by board member Bob Kiss, it was determined that the tree is clearly on the 1501 property. It was suggested to the homeowner of

1501 that they call a licensed arborist to assess the tree and whether any tree trimming or other approach was warranted. Additionally, since the tree is on private homeowner property (1501), the Board would not typically be involved. The neighbors should discuss any ongoing questions or concerns. The 1505 owner was also advised that the trees behind 1505 De Anza are on City of San Mateo property and not association common area.

Architectural Committee – The following architectural projects were reviewed:

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
1/16/15	1846 Parkwood	To repaint the home in color scheme E	Pending approval by the ACC. 1/20/15 revised ACC form submitted with neighbor signature. The work was already been completed as of 1/20/15.
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
4/12/15	1940 Parkwood	To relocate a portion of the exterior fence	Approval letter sent 4/22/15
4/15/15	3412 Chris Lane	To paint the home in color scheme E (in a flipped configuration).	Approval letter sent 4/22/15

- *2015 Audit Inspection* – It was noted that the Architectural Committee will be performing their annual home exterior audit inspection on 5/16/15.
- *1825 Parkwood, satellite Dish* – Bob Kiss reported that both satellite dishes in question have been removed from the wall in the front of the home.
- *3417 Leafwood, satellite dish* – Bob Kiss reported that, after inspection, it was determined that the satellite dish is located on the roof of 3421 Leafwood, and has been in place for many years (it is not particularly noticeable). Bob spoke with the 3421 owner about possibly relocating the dish from the flat roof to an alternate location. Further follow up is needed with the 3421 owner before the Board can complete its inquiry.
- *Resident contact information* – Bob Kiss commented that there appear to be a number of owners who have not provided any contact information for the association's confidential roster. After some discussion, PML was requested to send a current association roster, including tenant information, to the Board for review, and to work to ensure contact information can be made available for those owners lacking such information currently.
- *Mailboxes on traffic barriers* – The Board reviewed the revised letter and requested PML to send it to the appropriate owners. A re-inspection will be calendared for August 1st.
- *Monthly site inspection* – The Board reviewed the 4/27/15 site inspection report. During discussion, it was agreed to have PML's maintenance department straighten the bent visitor parking sign on Sugarloaf Drive.

Public Safety – Bob Kiss reported that an announcement was sent to all residents notifying them of a lecture about "Living with Mountain Lions" on Tuesday, April 21st. Bob Kozak attended the meeting and gave a brief report.

Manager's report – The Board reviewed the manager's report. During discussion, PML was requested to obtain bids for sealing the asphalt on the private streets.

UNFINISHED BUSINESS

- a) **Continued Review of Draft Fine Policy** – No report. Tabled for further discussion at the next Board meeting.
- b) **Traffic Safety on De Anza Blvd.** – Emile Nurisso reported that he and Jack Albrecht met with the San Mateo Department of Public Works regarding 1) City participation for private street maintenance; and 2) traffic issues on De Anza and Parkwood. It was reported that the City indicated it does not and will not participate in maintenance of the private streets in Sugarloaf. During discussion, Emile noted that the Board will conduct a survey of vehicles driving through the intersection of Parkwood and De Anza Blvd. in order to show the city the volume of vehicles using the intersection. It was reported that one or more Sugarloaf homeowners, including Emile Nurisso on Broadview Court, may be planning to request that the City install a 4-way stop with the appropriate crosswalks at Parkwood/De Anza. Emile mentioned that a petition will be developed requesting owners to provide their name/address in support of the 4-way stop proposal. The Board confirmed that the request to the City should be made by a homeowner, since the request form asks to identify if there is a HOA that supports the proposal. The Board confirmed support for the proposal. The Board discussed the potential use of speed bumps to be installed on De Anza, but felt that this may only cause more accidents due to the downhill slope, instead of reducing the speed of vehicles.

NEW BUSINESS

- a) **Renewal of PML Contract** – After review, on a motion duly made by Bob Kiss and seconded by Jack Albrecht, the PML renewal contract was approved as submitted.
- b) **Reserve Study, 3-year site inspection** – The Board reviewed a draft reserve study as provided by Golden Consulting. It was agreed to review the draft and discuss further at the next Board meeting.

ADJOURNMENT

The next Board of Directors meeting was scheduled for Tuesday, May 26, 2015, at the office of PML Management in San Mateo. There being no further business before the Board, the Meeting was adjourned at 7:30pm.

Respectfully Submitted,

Attested by,

Deborah McGraw, CCAM
PML Management Corporation

Emile Nurisso, Secretary
Sugarloaf HOA