

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

August 11, 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 5:40pm. Other Board members in attendance were Jack Albrecht, Miles Dooher, Robert 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 Robert Kozak and seconded by Emile Nurisso, the Minutes of the May 26, 2015, Board of Directors Meeting were unanimously approved as submitted.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	43	159,716	158,896	(820)
Total Maint. & Repairs	8,184	25,317	27,462	(2,145)
Total Utilities	944	6,420	8,232	(1,812)
Total Admin. Expenses	3,312	22,327	26,766	(4,439)
Total Reserve Expenses	15,450	21,950	21,270	680
Total Assets		437,125		
Total Liabilities		775		
Total Fund Balances		436,350	346,752 est year end	

Landscape Committee –Miles Dooher reported on the following:

- *Phase 3 tree pruning* – Completed.
- *July 2015 landscape* report provided by Jim Cozzolino
- *Controller rebate* – Pending receipt of final invoices for both controllers from Cozzolino to submit to Cal Water.
- *3400 Allison* – The owner has removed two dead trees on their property.
- *1404 De Anza irrigation controller* – An electrical issue was repaired by Modern Electric.
- *1858 Parkwood fallen tree* – No response from the owner about reimbursement from their insurance company. PML requested to contact owner again regarding status of the refund due to the Association.
- *1821 Parkwood hedge* – Based on an inspection performed on 7/30, it appears that the hedge has not been pruned sufficiently off of the sidewalk. PML was requested to send a follow up letter to the owner, with explicit instructions as to what is expected for hedges bordering sidewalks and recommendations to achieve this efficiently.
- *Defensible Fire Space* – Reimbursement has been received from the City of San Mateo in the amount of \$675.45.
- *Arborwell estimate #E73954* – The estimate has been approved to remove 1 tree next to the pump station at 1932 Parkwood Drive, per the fire department.
- *3400 Chris Lane* – The owner has updated their landscaping with drought tolerant plants.
- *1419 Cherrywood* – The owner has received approval to prune the association's trees located in the Cherrywood Open Space.
- *Owners dumping yard waste on common area* – It was noted that an owner on Toyon Court is dumping their personal yard waste in the association's common area. PML will send the owner a violation letter.
- *Tree pruning on Broadview* – It was noted that there are issues with trees behind 3512 Broadview. It was agreed to have the Landscape Committee meet with an arborist in order to submit a bid for review.
- *1656 Toyon Court* – Jim Cozzolino reported that he recently repaired a broken lateral irrigation pipe due to a foundation stake which went through the pipe at this address. PML was requested to contact the owners.

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>
7/27/15	1916 Parkwood	To replace concrete walkway with pavers in Charcoal tan from CalStone – Old Town II pattern	Pending approval
	3400 Chris	To replace windows throughout the home	Approval letter sent 7/13/15
	1669 De Anza	To paint the home in color scheme E	Approval letter sent 7/8/15
6/12/15	1525 De Anza	To repaint the common wall between 1525 and 1529 De Anza using Kelly Moore Oyster paint, and to replace the side fence on the 1525 property using the same materials, style and dimensions.	Approval letter sent 6/24/15
	3416 Chris Lane	To relocate the Chris Lane mail boxes from the association’s traffic barrier.	Approval letter sent 5/29/15 On 6/12 Jack Albrecht confirmed that the mailboxes have moved.
	3401 Douglas Court	To paint the home in color scheme E	Approval letter sent 6/17/15

PML was requested to send follow up letters to the owners who have not removed their mailboxes from the association’s traffic barriers.

Public Safety – Bob Kiss reported that the community had a successful turn out of residents at the National Night Out pot-luck event at the Broadview/Parkwood circle area held on 8/4/15. The Fire Department made an appearance and interacted with the neighborhood children and adults.

Manager’s Report – It was noted that the a bidders walkthrough was scheduled for 9/9/15 with American Asphalt, Cal Vac Paving and Pacific Surfacing to review the scope of work for the repair and re-sealing of the private streets. Deborah McGraw received permission to purchase more tennis court keys from the Denali HOA.

UNFINISHED BUSINESS

- a) **Continued Review of Draft Fine Policy** – The Board reviewed the second draft of the proposed fine policy and agreed to have it sent to the association’s attorney for review and comment.
- b) **Review Updated Reserve Plan** – Deborah McGraw stated that the final draft will be sent to the Board via email for review upon receipt from Golden Consulting. A draft operating budget will be emailed to the Board for review prior to the next Board meeting.

NEW BUSINESS

- a) **Chris Lane Traffic Barrier Repairs** – Jack Albrecht reported that all of the private mailboxes have been removed from the traffic barrier located on Chris Lane. The Board reviewed a proposal from Von Almen Construction for repairs to the private street barrier at a cost of \$4,850. After some discussion a motion was made by Jack Albrecht to approve of the proposal. Emile Nurisso seconded the motion, which was unanimously approved. PML was requested to have the contractor provide a start date so the residents on Chris Lane can be notified.

CORRESPONDENCE REVIEW

During review of various correspondence items, PML was requested to send a violation letter to 3400 Leafwood about visitor parking abuse and contact CalTrans to clean up the landscape area next to Hwy 92. On a motion duly made by Robert Kozak and seconded by Emile Nurisso, the Board unanimously approved to donate \$100 to the San Mateo United Homeowners Association (SMUHA) to pay for holiday lighting along El Camino Real at Central Park, in conjunction with the portable ice rink that will be set up in the park during the upcoming holiday season.

ADJOURNMENT

The next Board of Directors meeting was scheduled for Tuesday, September 29, 2015, at the office of PML Management in San Mateo. There being no further business before the Board, the Meeting was adjourned at 7:27pm.

Respectfully Submitted,

Attested by,

Deborah McGraw, CCAM
PML Management Corporation

Emile Nurisso, Secretary
Sugarloaf HOA