

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

October 27, 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 5:30pm. Other Board members in attendance were Jack Albrecht, Robert Kozak and Emile Nurisso. Director Miles Dooher was absent. Deborah McGraw represented PML Management Corporation and another homeowner attended.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Emile Nurisso and seconded by Jack Albrecht, the Minutes of the September 29, 2015, Board of Directors Meeting were approved as corrected with Robert Kozak abstaining from the vote since he was not in attendance at that meeting.

At 5:55pm the Board adjourned into Executive Session to discuss a legal matter. The regular meeting reconvened at 6:10 since an owner attended to discuss the Parkwood/De Anza stop sign appeal discussion. Executive Session reconvened at 6:21pm. The regular meeting ultimately reconvened at 6:53pm.

EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on 9/29/15 to discuss a delinquent owner account and a legal matter. No action was taken.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	81	159,922	159,244	(678)
Total Maint. & Repairs	4,112	33,880	41,193	(7,313)
Total Utilities	2,693	14,828	12,348	2,480
Total Reserve Expenses	0	25,903	31,905	(6,003)
Total Admin. Expenses	3,534	39,313	40,149	(836)
Total Assets		400,246		
Total Liabilities		1,600		
Total Fund Balances		398,646	346,752 est year end	

2015 Audit/Tax preparation – On a motion duly made by Emile Nurisso and seconded by Robert Kozak, the Board unanimously approved to engage the services of Thielen & Associates for the association's 2015 audit review and tax preparation.

Landscape Committee –

- *Controller rebate* – Rebate in process with Cal Water.
- *1858 Parkwood fallen tree* – After some discussion, the Board agreed to have PML send a copy of the tree removal invoice and accounts payable report to the owners showing that the association paid for the tree removal which fell earlier in the year. PML will draft a letter to the homeowner asking for the owner to respond to the Board's insurance rebate inquiry which will be reviewed by Bob Kiss prior to submittal to the owner.
- *1821 Parkwood hedge* – No change has been noted.
- *3520 Broadview* – The owner has been requested to remove the dead Palm fronds from the tree.
- *1669 Sugarloaf* – The owner has been requested to clean up the weeds in front of the home.
- *Concrete Swale* – Jack Albrecht authorized Von Almen Construction to make the repairs to the concrete swale at a cost of \$700.

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>
9/15/15	1654 Sugarloaf	To remove the 3 false beams from the front exterior of the home	Approval letter sent 9/30/15
10/6/15	3421 Westwood	To relocate the mailboxes for 3417 and 3421 Westwood from the traffic barrier to a separate post on the side of the barrier, along with 3 other existing mailboxes	Approval letter sent 10/15/15
9/11/15	1809 Parkwood	To replace the roof with a GAF Timberline (flat composition product) in color Barkwood	Approval letter sent 10/9/15

Public Safety – No report.

Manager’s Report – It was noted that the street light on Oakhill Drive was recently repaired. Deborah McGraw reported that the electrician experienced trouble in locating the junction box which controls the light post power. After an extensive time tracing the wires, the junction box was located three inches underground, uncovered and power restored to the light. Since there may be similar situations at the other private street lights, it was agreed to obtain a cost for an electrician to trace and locate all junction boxes and power to the private street lights.

UNFINISHED BUSINESS

- a. **Finalize Fine Policy for Member 30-day review** – After minor changes were made, the Board agreed to submit the final draft fine policy for member review with the Annual Budget Report.
- b. **Approve Reserve Plan & 2016 Budget** – The Board reviewed a revised draft and made some changes. After discussion, a motion was made by Jack Albrecht to approve of the 2016 dues remaining at \$700 per year per unit. Emile Nurisso seconded the motion, which was unanimously approved.
- c. **De Anza / Parkwood Stop Sign Petition Status** – Emile Nurisso stated that the Association is on record as appealing the City Council decision to deny the Association’s request for the installation of a 4-way stop sign at the intersection of Parkwood and De Anza. The City stated in the denial that the alternate approach would be to the paint the entire length of curb next to Denali on De Anza before the Parkwood intersection as the means to improve line of sight visibility for drivers turning left onto De Anza from Parkwood. A HOA member in attendance indicated support for the proposed 4-way stop sign based on her experiences with De Anza traffic not stopping for pedestrians in the crosswalk. This was a concern not previously heard by the Board, and the Board encouraged the homeowner to share her concern with the DPW. The Board agreed to consider this aspect in the future when continuing to monitor the intersection status, and thus it will be important that there be public comment on file with DPW regarding this concern. After some discussion, a motion was made by Jack Albrecht to accept the decision of the San Mateo City Public Works Department to install a red curb on De Anza adjacent to the Denali HOA. Robert Kozak seconded the motion, which was unanimously approved. Emile Nurisso agreed to contact the City in order to advise them that the Association has rescinded the appeal and agrees with painting the red curb as the line of sight improvement method.
- d. **Laurelwood Trails City Council Meeting Update** – Bob Kiss reported that the City Council meeting on 10/1/15 was a huge success. There were at least 20 Sugarloaf owners/residents who attended and about a dozen people spoke to the council to express their concern with the proposed installation of Trail 11. Ultimately, the City Council voted 5-0 to remove Trail 11 from the Laurelwood Park project plan.

NEW BUSINESS

- a. **Annual meeting initial planning/meeting packet** – It was noted that the Directors up for re-election in 2016 are Jack Albrecht, Bob Kiss and Miles Dooher. A request for candidates will be posted in the November newsletter.

ADJOURNMENT

The next Board of Directors meeting was scheduled for Tuesday, November 24, 2015, at the office of PML Management in San Mateo. There being no further business before the Board, the Meeting was adjourned at 8:15pm.

Respectfully Submitted,

Attested by,

Deborah McGraw, CCAM
PML Management Corporation

Emile Nurisso, Secretary
Sugarloaf HOA