

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

April 19, 2016

ORDER

The meeting, which was held at which was held at the office of PML Management, at 655 Mariners Island Blvd. #301 in San Mateo, was called to order by President Bob Kiss at 5:33pm. Other Board members in attendance were Jack Albrecht, Miles Dooher and Emile Nurisso. Director Robert Kozak was absent. Deborah McGraw represented PML Management Corporation.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. The May Board meeting was cancelled, due to unavailability of a quorum.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Miles Dooher and seconded by Emile Nurisso, the Minutes of the March 22, 2016, Board of Directors meeting were approved as submitted.

REPORTS

Treasurer - The Board reviewed the March 2016 financial statement as follows:

	Month	YTD	YTD Budget	Variance	Yearly Budget
Total Revenue	46	159,233	158,311	(922)	158,650
Total Maint. & Repairs	4,083	7,683	14,028	(6,345)	56,100
Total Utilities	633	3,464	5,211	(1,747)	20,840
Total Admin. Expenses	3,264	12,461	11,769	692	47,080
Operating sub total	7,980	23,607	31,008	(7,401)	
Total Reserve Expenses	0	(600)	11,142	(11,742)	44,573
Total Assets		503,312			
Total Liabilities		5,150			
Total Fund Balances		498,162	345,284 est year end		

At 5:50pm, the Board adjourned into Executive Session to discuss a legal matter and delinquent homeowner accounts. The Board reconvened the Open Meeting at 6:00pm.

Landscape Committee – Miles Dooher reported on the following:

- Weedy lawns – letters were sent to the following owners asking them to cut back their weeds in the front yards:
 - 1669 Sugarloaf (mailed)
 - 1633 Sugarloaf
 - 1420 De Anza
 - 1904 Parkwood
 - 1801 Parkwood
- Phase 4 tree pruning – The project has been scheduled with Advanced Tree Care starting 5/12/16 and will take approximately 2 weeks to complete.

- Irrigation improvements – After review of a proposal from Jim Cozzolino recommending irrigation improvements along De Anza Boulevard, a motion was made by Miles Dooher to approve the proposal at a cost of \$6,410. Emile Nurisso seconded the motion, which was unanimously approved.
- Tree pruning has been completed to the Silk Oaks and Monterey Pine by Advanced Tree Care adjacent to 3401 Chris Lane.
- Defensible Fire Space – The Board reviewed a letter received from the San Mateo Fire Department requiring all property owners to perform defensible fire space pruning no later than June 10, 2016. The Landscape Committee will meet with the Fire Marshal to discuss the request.
- At 1473 Cherrywood, an Oak tree limb fell into the backyard and damaged the owner's fence on 4/15/16. The association made arrangements to remove the fallen limb and the owner will contact their personal insurance to cover the property damages.
- Old drainage pipes – The Committee agreed to have Jim Cozzolino remove the old, black drainage pipes which are no longer connected to association property.
- Private street asphalt resealing project – Emile Nurisso reported that he is working with American Asphalt to coordinate the resealing and striping project, which is scheduled to be performed on May 25 and 26th. Notices will be sent to all private street homeowners in advance of the project start. Regarding the water tower on Broadview Court, PML was requested to contact Cal Water to notify them of the project dates and Emile Nurisso will notify the Postmaster.

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>
3/11/16	3400 Westwood	To repaint the home in color scheme D.	Approval letter sent 3/28/16

The owner of 3408 Douglas Court received permission to trim association trees behind their property at the owner's cost provided that they use the association's approved vendor, Advanced Tree Care.

The Board then reviewed an updated document regarding guidance for identifying home exterior problems which would include landscape and maintenance items, and noted that a date has not been set yet for the 2016 annual audit inspection.

Public Safety – An announcement was emailed to all owners advising of a Traffic Forum provided by the City of San Mateo, which took place on 4/14/16. Robert Kozak, Board member, attended the meeting and reported to the Board, via email, that the previous stop sign installation request at the intersection of De Anza Blvd. and Parkwood Drive was not approved because of insufficient cross traffic. Robert Kozak also noted that, if necessary, the association could develop a Traffic Forum Steering Committee to address additional traffic concerns requiring attention in order to bring the topic to the City for discussion. Concerned homeowners would need to step forward to participate and lead such a committee.

Manager's Report – No additional information was reviewed.

UNFINISHED BUSINESS

- a) **Rental Restrictions Discussion** – No additional information was reviewed.

NEW BUSINESS

- a) **PML Contract Renewal** – The Board reviewed an updated contract. On a motion duly made by Miles Dooher, and seconded by Emile Nurisso, the contract was unanimously approved effective April 1, 2016.

CORRESPONDENCE REVIEW

In the recent Fine Policy, owners are required per the CC&Rs to have their tenants sign a document stating that they have received a complete copy of the CC&Rs, Bylaws and Operating Rules of the Association. The Board reviewed email correspondence from an owner asking for clarification about what documents from the association's website are considered as "the Operating Rules of the Association." After some discussion, in order to clear up any confusion Bob Kiss offered to have the association's website modified to place the association's general policies and governing documents in one location to be referred to as the Operating Rules of the Association.

ADJOURNMENT

The next Board meeting was scheduled for June 28, 2016 at 5:30pm at the office of PML Management in San Mateo. There being no further business before the Board, the Meeting was adjourned at 7:12pm.

Respectfully Submitted,

Attested by,

Deborah McGraw, CCAM
PML Management Corporation

Emile Nurisso, Secretary
Sugarloaf HOA