

## SUGARLOAF HOMEOWNERS ASSOCIATION

### Minutes of the Board of Directors Meeting

March 22, 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 5:30pm. Other Board members in attendance were Jack Albrecht, Miles Dooher and Emile Nurisso. Director Robert Kozak was absent. Deborah McGraw represented PML Management Corporation and another homeowner attended.

#### AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. The April Board meeting was moved to Tuesday, April 19, due to unavailability of a quorum on the originally-scheduled meeting date of April 26.

#### APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Miles Dooher and seconded by Emile Nurisso, the Minutes of the January 28, 2016, Board of Directors meeting were approved as submitted.

#### EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on January 28, 2016 to discuss legal matters.

#### REPORTS

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

	Month	YTD	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	905	159,188	158,274	(914)	158,650
Total Maint. & Repairs	1,200	3,600	9,352	(5,752)	56,100
Total Utilities	2,080	2,831	3,474	(643)	20,840
Total Admin. Expenses	6,241	9,197	7,846	1,351	47,080
<b>Operating sub total</b>	9,521	15,627	20,672	(5,045)	
Total Reserve Expenses	(600)	(600)	7,428	(8,028)	44,573
Total Assets		513,835			
Total Liabilities		7,739			
Total Fund Balances		506,096	345,284 est year end		

Reserve Expenses have a credit balance of \$600 due to a rebate received from Cal Water for the installation of irrigation smart controllers.

#### **Landscape Committee** – report by Miles Dooher:

- February & March landscape reports from Jim Cozzolino were reviewed.
- Controller rebate – Cal Water submitted a \$600 rebate for the installation of irrigation smart controllers.
- Monument upgrade – Jim Cozzolino has suggested re-landscaping the area around the association's monument at the corner of Parkwood Drive and De Anza Boulevard by removing the ivy and replacing with drought tolerant plants. The committee decided to postpone this project since the ivy does not use a lot of water and is in good condition.
- Jim Cozzolino performed the spring irrigation inspection and submitted a proposal for various repairs, which was approved for \$575. Another proposal for irrigation upgrades was also received. The committee will review the proposal.
- 1858 Parkwood fallen tree – The homeowner reimbursed the association for the cost to remove the fallen tree since their personal insurance company paid them for the removal fees, when it was the association who paid the vendor.

- 3521 Broadview buckeye tree – It was noted that the tree has been pruned by the owner, following HOA requests to do so.
- Phase 4 tree pruning project – The Board reviewed proposals from Loral Tree Service, Arborwell and Advanced Tree Care. After some discussion, a motion was made by Jack Albrecht to approve the proposal from Advanced Tree Care. Emile Nurisso seconded the motion, which was unanimously approved.
- Correspondence was reviewed from a concerned owner on Allison Court about the use of a chemical herbicide called Round Up. The owner expressed their concern about the use of the weed killer on the private streets by the association's landscaper. After some discussion, the Board agreed to limit the use of the herbicide on Allison Court at the current time and to take the owner's concern about the use in the rest of the complex under advisement.
- 1503 Cherrywood – The owners received permission from the committee to cut trees, at their expense, which hang over their backyard from the association's adjacent Cherrywood open space.
- 1407 Cherrywood – The owners contacted the association's landscape committee regarding the association's trees which hang over their property. After some investigation it was noted that all the trees in question will be pruned during the Phase 4 tree pruning project later this year.
- 3401 Chris Lane – Due to a concern from an owner on Chris Lane, the Committee agreed to have Advanced Tree Care prune 1 Monterey Pine and 4 Silk Oak trees on HOA property near 3401.
- It was noted that a break in the irrigation main line on Toyon has been fixed by Jim Cozzolino. However, a large over-usage penalty has been imposed by Cal Water. PML will discuss the repair with Cal Water and request a reduction of the penalty.
- It was noted that some homeowners are letting their front yard weeds grow out of control. The Committee will prepare a list for PML to send out letters.

**Architectural Committee** – It was noted that 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>
03/03/16	1617 Toyon	To replace the garage door with a new door painted in Kelly Moore Bone	Approved by the Committee on 3/7/16 Letter to be sent
02/03/16	1608 Toyon	To replace the garage door with an Amarr Stratford door in Long Panel style with windows, painted to match the house color scheme in color D2.	Approval letter sent 2/9/16

**Public Safety** – An owner sent correspondence to the Board regarding the recent Smoking Ordinance passed by the City of San Mateo, which went into effect November 2015. It was noted that the ordinance prohibits smoking inside any multi-unit residence and within 40 feet of a multi-unit residence. However “notwithstanding any other provisions of this Chapter to the contrary, private vehicles and detached single-family residences, except during the time that the residence is used for child care or a health care facility, shall not be subject to the smoking restrictions of this Chapter.” No action was taken at this time. The Board requested PML to contact the City attorney to determine if Sugarloaf HOA is considered a single family or multi-unit HOA with respect to this ordinance.

**Manager's Report** – The Board discussed the upcoming asphalt sealing and re-striping project. Emile Nurisso agreed to coordinate the project with American Asphalt and PML.

## **UNFINISHED BUSINESS**

- Adopt Fine Policy** – The Board reviewed feedback from some homeowners regarding the proposed fine policy. After some discussion, a motion was made by Emile Nurisso to adopt the fine policy as written. Miles Dooher seconded the motion which was approved, with one Board member opposed to the policy. The final policy will be mailed with the association's next newsletter publication.
- Rental Restrictions Discussion** – The Board reviewed a draft of a proposed amendment as provided by counsel. After some discussion, the Board agreed to continue development of the amendment. No decisions were made at this

time.

## NEW BUSINESS

- a) **Count Election Ballots / Conclude Election Process** – Deborah McGraw confirmed that a quorum was represented by 123 owners. The Board, under the direction of PML Management (the Election Official), then opened all of the ballots and determined that since there were no valid write-in nominees, Jack Albrecht, Miles Dooher and Bob Kiss were elected to the Board, and the Tax Reduction Resolution was approved. The balloting results were as follows:

### **Election of Directors**

There were 3 candidates for 3 open seats.

Number of units:	226
Quorum needed*	115
Ballots cast	123
Abstentions**	2
Voided ballots***	5
1. Jack Albrecht	79 votes - elected
2. Miles Dooher	78 votes - elected
3. Bob Kiss	99 votes - elected

### **Tax Reduction Resolution**

**RESOLVED**, that any surplus funds remaining in the Association's budget at the end of the fiscal year shall be applied to the following year's budget as provided for in IRS Revenue Ruling 70-604.

Vote: 91 ballots in favor  
0 against  
2 abstention

Result: passed

- a) **Appoint Board Officers** – On a motion duly made by Miles Dooher and seconded by Emile Nurisso, the following officer positions were unanimously approved:

President	Bob Kiss
Vice President	Bob Kozak
Treasurer	Jack Albrecht
Secretary	Emile Nurisso
Director at Large	Miles Dooher

## ADJOURNMENT

The next Board meeting was scheduled for April 19, 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 7:30pm.

Respectfully Submitted,

Attested by,

Deborah McGraw, CCAM  
PML Management Corporation

Emile Nurisso, Secretary  
Sugarloaf HOA