

# SUGARLOAF HOMEOWNERS ASSOCIATION

## Minutes of the Board of Directors Meeting

August 22, 2017

### CALL TO ORDER

The meeting, which was held at the office of PML Management Corporation, located at 655 Mariners Island Blvd. #301, in San Mateo, was called to order at 5:40pm. Board members present were Jack Albrecht, Miles Dooher, Emile Nurisso and Mitra Sadeghi. Director Bob Kiss was absent. Deborah McGraw represented PML Management Corporation and other homeowners attended.

### OPEN FORUM

None.

### AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

### APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Jack Albrecht and seconded by Emile Nurisso, the minutes of the June 27, 2017 Board of Directors meetings were approved as submitted.

### REPORTS

**Treasurer** - The Board reviewed the July 2017 financial statement as follows:

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	148	171,274	169,767	(1,507)	169,961
Total Maint. & Repairs	4,779	30,917	37,520	(6,603)	64,300
Total Utilities	3,278	9,680	12,824	(3,144)	21,980
Total Admin. Expenses	3,567	29,289	28,154	1,135	48,260
<b>Operating sub total</b>	11,624	69,886	78,498	(8,612)	134,540
Total Reserve Expenses	900	5,918	8,211	(2,293)	14,074
<b>Total Expenses</b>	12,524	75,804	86,709	(10,905)	21,347
Total Assets		450,886			
Total Liabilities		5,047			
Total Fund Balances		445,839	371,061 est year end		

**Landscape Committee** – The following report was provided by Miles Dooher:

- The annual weed abatement project has been completed and the City has submitted reimbursement to the association for their share of the expense.
- Phase 5 tree pruning project- Advanced Tree Care will be completing the pruning project soon.
- 5-year tree report – Tree Management Experts is currently inspecting the property in order to complete their report.
- 3501 Broadview – The committee agreed to have Loral Tree Service cut back the trees located on the association's maintenance easement which hang over the homeowner's back patio and roof.
- Irrigation concerns - The Board discussed a concern that the owner at 3400 Allison believes the land adjacent to De Anza Blvd. is maintained by the association's landscaper, since the area appears to be constantly over watered. PML will contact Cozzolino to confirm if the association's irrigation is installed in this area.
- Fire Pits – An owner expressed concern about neighbor's fire pits. Upon contact with the San Mateo Fire Department, it was determined that fire pits are not against any specific code. However, the Fire Department recommends that wood burning fire pits have a spark arrestor on top of the wood. Gas operated fire pits are fine and don't require a spark arrestor.

- **Trim for View** – The Board reviewed an approval from the Committee for residents the at 1801-1813 Parkwood Drive and 1612 Toyon Court to trim the association’s trees behind the properties for view at the owner’s expense, using a qualified, licensed and insured arborist.

Emile Nurisso expressed his concern with the association paying to maintain the landscaping on owner’s property which is deemed a landscape easement per the association’s governing documents. After some discussion, the Board agreed to discuss the matter further at the next Board meeting.

**Architectural Committee** – The Board reviewed the following architectural approvals which were granted since the last board meeting:

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
7/31/17	1940 Parkwood	To replace the garage door with an Entre-Matic Amarr Stratford door	Approval letter sent 8/18/17
8/7/17	1509 De Anza	To replace the roof with Certainteed fiberglass shingles	Approval letter sent 8/18/17
7/20/17	1400 De Anza	To replace one window within the cantilevered bay of the dining nook	Approval letter sent 8/18/17
7/25/17	1825 De Anza	To replace the garage door with a Northwest Door Therma Classic, Model R2065	Approval letter sent 8/4/17

It was noted that a total of 37 letters were sent to owners to correct maintenance and landscape issues which were identified during the 2017 Audit inspection by the Architectural Committee. PML will follow up with responses from the homeowners.

**Public Safety** – No report.

**Manager’s Report** – No report.

**UNFINISHED BUSINESS**

- a) **Next Steps on Rental Restriction Proposal** – No report.

**NEW BUSINESS**

- b) **Initial Budget (2018) Preparations** – Miles Doohar provided PML with information for the Operating budget. A draft of the 2018 budget will be provided to the Board upon completion by PML.

**ADJOURNMENT**

The next Board meeting was scheduled for September 26, 2017, at the office of PML Management in San Mateo at 5:30pm. There being no further business before the Board, the Meeting adjourned into Executive Session to discuss a homeowner concern at 6:45pm.

Respectfully Submitted,

Attested by,

Deborah McGraw, CCAM-PM.CI  
PML Management Corporation

Emile Nurisso, Secretary  
Sugarloaf Homeowners Association