SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

May 30, 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 by President Bob Kiss at 5:30pm. Other Board members in attendance were Jack Albrecht, Miles Dooher, Emile Nurisso and Mitra Sadeghi. Deborah McGraw represented PML Management Corporation.

OPEN FORUM

None.

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 Miles Dooher, the minutes of the 3/28/17 and 4/25/17 Board of Directors meetings were approved as corrected.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	(83)	170,847	169,653	(1,194)	169,961
Total Maint. & Repairs	4,364	12,052	21,440	(9,388)	64,300
Total Utilities	1,952	4,154	7,328	(3,174)	21,980
Total Admin. Expenses	4,184	18,376	16,088	2,288	48,260
Operating sub total	10,500	34,582	44,856	(10,274)	
Total Reserve Expenses	0	0	4,692	(4,692)	14,074
Total Expenses	10,500	34,582	49,548	(14,966)	168,593
Total Assets		492,610			
Total Liabilities		5,975			
Total Fund Balances		486,635	371,061 est year end		

Landscape Committee – Miles Dooher reported on the following:

- Phase 5 tree pruning project- Advanced Tree Care has scheduled the project for the week of July 24-28, 2017.
- 5-year tree report – After some discussion, a motion was made by Miles Dooher to approve of hiring Tree Management Experts to provide a new 5-year tree report at a cost of $6,080. Emile Nurisso seconded the motion, which was unanimously approved. Miles requested that the report was completed after 8/15/17, when the current (Phase 5) tree pruning work will be completed by Advanced Tree Care.
- The annual inspection/certification of the association's twelve (12) irrigation Backflow devices was performed by Jim Cozzolino. During that time, 3 of the 12 devices failed the inspection test. Miles Dooher made a motion to approve of Caccia Plumbing to replace the three devices at a total cost of $5,073, if an alternate bid is not received by June 15th which would be at or more than 10% less than the cost from Caccia. Jack Albrecht seconded the motion, which was unanimously approved.

- Cal Water provided a courtesy adjustment of $457.12 for the mainline irrigation break behind 1525 De Anza.
- The association's Sugarloaf sign at Parkwood and De Anza was painted by Signature Painting.
- Fifteen (15) visitor parking signs were replaced by volunteer work from Emile Nurisso and Miles Dooher.

Architectural Committee – Bob Kiss reported that the outstanding home maintenance award was granted to 1940 Parkwood Drive. There were no architectural approvals granted since the last board meeting. It was noted that the 2016 Audit inspection will be performed on 6/4/17.

Public Safety – Bob Kiss reported that he and board member Mitra Sadeghi will be joining with other representative from SMUHA in the opening ceremony parade of the San Mateo Fair on June 10, 2017.

Manager's Report – The Board reviewed the May site inspection and a list of homes where front yard maintenance violations were noted.

UNFINISHED BUSINESS

a) Appointment of Board Officers – On a motion duly made by Emile Nurisso, seconded by Jack Albrecht, and unanimously approved, the following officers were appointed to the Board:

President	Bob Kiss, Architectural Committee Chairman
Vice President	Mitra Sadeghi
Secretary	Emile Nurisso
Treasurer	Jack Albrecht
Member at Large	Miles Dooher, Landscape Chairman

b) PML Contract Renewal – The Board reviewed and discussed the renewal contract provided by PML. After agreement to minor modifications in the contract language, the Board agreed to sign the renewal contract.

NEW BUSINESS

a) **Annual Fire Break Project Discussion** – PML reported that Jim Cozzolino has scheduled the weed abatement for the week of June 26th. On a motion duly made by Miles Dooher, and seconded by Emile Nurisso, the Board unanimously agreed to a request from Jim Cozzolino for a fee increase to $6,900.

b) **Next Steps on Rental Restriction Proposal** – It was noted that the membership did not approve of the proposed rental restriction amendment recently submitted to the membership for approval with the 2017 director election material. The Board discussed the possibility of re-submitting a proposed rental restrictions amendment for approval in a separate mailing to association members, but agreed that a publicity and voter turnout strategy need be developed before calling for a vote.

ADJOURNMENT

The next Board meeting was scheduled for June 27, 2017, at the office of PML Management in San Mateo at 5:30pm. There being no further business before the Board, the Meeting was adjourned at 7:18pm into Executive Session for a non-compliance hearing.

Respectfully Submitted,

Deborah McGraw, CCAM-PM.CI
PML Management Corporation

Attested by,

Emile Nurisso, Secretary
Sugarloaf Homeowners Association