

SUGARLOAF HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
September 26, 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 6:27pm. Board members present were Jack Albrecht, Bob Kiss, 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. It was agreed to cancel the October meeting, due to a lack of quorum and move the November meeting from the 28th to the 21st at 5:30pm at PML's office.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Emile Nurisso and seconded by Mitra Sedeghi, the Minutes of the 8/22/17 Board of Directors meetings were approved as corrected with Bob Kiss abstaining from the vote.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	155	171,429	169,805	(1,624)	169,961
Total Maint. & Repairs	2,604	33,521	42,880	(9,359)	64,300
Total Utilities	1,884	11,564	14,656	(3,092)	21,980
Total Admin. Expenses	4,275	33,564	32,176	1,388	48,260
Operating sub total	8,763	78,649	89,712	(11,063)	
Total Reserve Expenses	0	5,918	9,384	(3,466)	14,074
Total Expenses	8,763	84,567	99,096	(14,529)	168,593
Total Assets		440,365			
Total Liabilities		3,134			
Total Fund Balances		437,231	371,061 est year end		

Landscape Committee – report by Miles Dooher.

- Phase 5 tree pruning project- Pending completion by Advanced Tree Care.
- The Board reviewed correspondence from an owner regarding work being performed at the Denali HOA by PG&E. Board agreed to monitor the situation.

- Tree removal in association's Cherrywood Open Space – the owner at 1479 Cherrywood has requested the association prune an Oak and remove a Bay tree in the open space behind their home. The Board reviewed and approved of a bid from Advanced Tree Care at a cost of \$720 to complete the work.
- 5-year tree report – Completed by Tree Management Experts. Upon review, it was found that there are 12 trees which are recommended for removal.
- 3408 Douglas – owner received permission to trim HOA trees for view at the owner's cost.
- 3400 Allison – It has been determined that some irrigation pipes/heads along DeAnza, on the side of this property, are located on the homeowner's property and are not located in an area designated as a part of an association landscape maintenance easement. Since the irrigation was installed, and has been watering the homeowner's property in error, PML was requested to draft a letter to the owner advising them that the association intends to disconnect the association's irrigation system from this area.

Architectural Committee –The following architectural approvals, which have been granted since the last board meeting, were reviewed:

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
8/10/17	1644 Toyon	To repaint the home using color scheme A	Approval letter sent 8/16
8/1/17	1565 De Anza	To perform the following: 1) Replace the existing kitchen greenhouse window with a smaller awning window (Andersen Awning AXW51, white vinyl). This is on the rear side of the home; 2) Replace leaking living room slider door, like-for-like (Milgard Tuscany, white vinyl color). This is also on the rear side of the home; 3) Install a new front entrance door, wood stained in color red mahogany.	Approval letter sent 8/16
8/26/17	1649 Toyon	To replace all windows with Andersen Renewal products, interior and exterior in white.	Approval letter sent 9/7/17
8/1/17	3405 Westwood	To install two sky lights on the first-floor roof in the back of the property.	Approvals letter sent 9/7/17
8/5/17	1664 Toyon	To repaint the home in Stucco - KM 202 Doeskin, Trim - KM 413 Loam, Siding - KM 201 El Dorado Tan, Garage Door - Panels Doeskin & Trim Loam	Approval letter sent 9/7/17
9/13/17	1809 Parkwood	To repaint the wood siding using the original color, semi-solid stain "Blue Spruce"	Approval letter sent 9/19/17
8/4/17	3516 Broadview	To replace the front door	Pending approval
9/4/17	1645 Sugarloaf	To replace fence between 1645 and 1641 Sugarloaf	Pending approval
9/15/17	1669 De Anza	To replace garage door with Clopay steel insulated sectional garage door, model 4053 color Almond	Pending approval

2017 Exterior Audit correspondence – Bob Kiss provided PML with an updated compliance status report.

Public Safety – Bob Kiss reported that there have been a few Mountain lion sightings in the area according to sources on the Nextdoor app. It was also noted that residents should have control of their dogs at all times. As mentioned in the recent newsletter, all dogs must be under full control (e.g., leashed) when not in an enclosed area on an owner’s property, and barking cannot be a nuisance. Refer to www.cityofsanmateo.org/721/Animals-in-Parks---Rules-Regulations.

UNFINISHED BUSINESS

- a) **Next Steps on Rental Restriction Proposal** – Mitra Sedeghi provided a revised draft for Board review.
- b) **Continued 2018 Budget Preparation** – The Board reviewed a draft operating budget. PML stated that the reserve budget will be completed upon receipt of the reserve analysis from Golden Consulting.

NEW BUSINESS

- a) **Website Host Change Proposal** – Bob Kiss reported that he is working with Mary Beth Wilson to change the association’s website host to keep necessary functions on the association’s website.

ADJOURNMENT

The next Board meeting was scheduled for November 21, 2017, at the office of PML Management in San Mateo at 5:30pm. There being no further business before the Board, the Meeting adjourned at 7:48pm.

Respectfully Submitted,

Attested by,

Deborah McGraw, CCAM-PM.CI
PML Management Corporation

Emile Nurisso, Secretary
Sugarloaf Homeowners Association