

# SUGARLOAF HOMEOWNERS ASSOCIATION

## Minutes of the Board of Directors Meeting

January 23, 2018

### CALL TO ORDER

The meeting, which was held at the San Mateo Senior Center, located at 2645 Alameda de las Pulgas, in San Mateo, was called to order at 7:51pm. 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 February meeting, and hold the March meeting on 3/27/18 to count returned ballots and complete the election process at that meeting.

### APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Emile Nurisso and seconded by Jack Albrecht, the Minutes of the 11/21/17 Board of Directors meetings were approved as submitted.

### EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on 11/21/17 to discuss legal issues. Miles Dooher made a motion to approve the minutes of the 11/21/17 Executive Session. Jack Albrecht seconded the motion, which was unanimously approved.

### REPORTS

**Treasurer** - The Board reviewed the draft December 2017 financial statement (subject to auditor review) as follows:

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	147	172,046	169,961	(2,085)	169,961
Total Maint. & Repairs	4,300	71,711	64,300	7,411	64,300
Total Utilities	852	16,484	21,980	(5,496)	21,980
Total Admin. Expenses	7,007	50,476	48,260	2,216	48,260
<b>Operating sub total</b>	12,159	138,672	134,540	4,132	
Total Reserve Expenses	1,413	18,411	14,074	4,337	14,074
<b>Total Expenses</b>	13,572	157,083	148,614	8,469	148,614
Total Assets		412,617			21,347
Total Liabilities		47,286			
Total Fund Balances		365,332	371,061 est year end		

**Landscape Committee** – Miles Dooher reported on the following:

- 5-year tree report – Phase 1 bid awarded to Advanced Tree Care, who has scheduled the work for April 2018.
- 3409 Leafwood – The owner has been requested to prune their shrub from hanging over into the visitor parking lot.
- 3400 Allison – The Board approved a letter to be sent to the Owner confirming that a section of landscaping on their property, adjacent to De Anza Blvd., is not maintained as a part of the association's landscape easement. And therefore, the irrigation to this piece of landscaping will be disconnected from the association's irrigation controller.
- 1629 Sugarloaf – The Owner has been requested to remove dead palm fronds from their trees.
- 3401 Leafwood – The Landscape Committee will meet with the owner to review a request to install a hedge along the De Anza side of their home, which is in one of the association's landscape maintenance easements.

**Architectural Committee** – The reviewed a list of architectural approvals granted since the last board meeting:

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
12/19/2017	1529 De Anza	To repaint the home with Stucco-Kelly Moore Oyster, Trim-Kelly Moore Saddle Brown, Wood siding and garage door- Abbey Brown.	Approval letter sent 1/10/18
1/5/2017	3517 Broadview	To replace the windows with Milgard Tuscany series white vinyl windows with no grid patterns.	Approval letter sent 1/10/18
11/27/2017	1549 De Anza	To paint using with stucco-Kelly Moore Navajo White; Trim- Oxford Brown. Garage must be painted in either stucco or trim color. Repair broken fence along 1553 De Anza side.	Approval letter sent 12/7/17
11/15/2017	1662 De Anza	To repair back deck with design and color the same as existing.	Approval letter sent 11/30/17
11/17/2017	3401 Chris	To install solar panel system	Approval letter sent 11/30/17

**Public Safety** – Bob Kiss stated that he will post the presentation from the San Mateo Fire Department, from the annual meeting, to the association’s website.

**Manager’s Report** – No report.

**UNFINISHED BUSINESS**

- a) **Draft Rental Restriction Amendment Proposal discussion** – The Board agreed to review recommendations for modifications to the wording of the amendment from attorney Alex Noland.

**NEW BUSINESS**

- a) **Approval of Insurance Policies** – On a motion duly made by Emile Nurisso and seconded by Miles Dooher, the Board unanimously approved to renew the association’s insurance policies with Bay Area Insurance at an annual premium of \$8,803.
- b) **Denali HOA - Tennis court rekeying project** – It was noted that First Equity is researching options for changing the key to the tennis courts. They have completed repairs to the entry gate and posted appropriate signage regarding the use of the tennis courts.
- c) **Reserve study 3-year site inspection proposal review** – On a motion duly made by Miles Dooher and seconded by Emile Nurisso, the Board unanimously approved for Golden Consulting Group to perform the 3-year mandatory site inspection reserve analysis at a cost of \$1,100.

**CORRESPONDENCE REVIEW**

The Board reviewed information provided from an owner stating that Cal Water has renovated their security fence at the end of Broadview Court.

**ADJOURNMENT**

The next Board meeting was scheduled for March 27, 2018, at 5:30pm at the office of PML Management. There being no further business before the Board, the Meeting was adjourned at 8:34pm.

Respectfully Submitted,

Attested by,

Deborah McGraw, CCAM-PM-HR.CI  
PML Management Corporation

Emile Nurisso, Secretary  
Sugarloaf Homeowners Association