

SUGARLOAF HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 July 24, 2018

CALL TO ORDER

The meeting, which was held at the office of PML Management at 655 Mariners Island Blvd. #301, in San Mateo, was called to order at 5:51pm. 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.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Jack Albrecht and seconded by Emile Nurisso, the Minutes of the 6/26/18 Open Board of Directors meeting were approved as submitted.

EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on 6/26/18 to discuss legal issues. No actions were taken at the meeting.

REPORTS

Treasurer - The Board reviewed the May 2018 financial statement as follows:

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	381	171,968	169,726	(2,242)	170,041
Total Maint. & Repairs	2,990	24,793	31,335	(6,542)	75,200
Total Utilities	1,481	5,359	8,670	(3,311)	20,810
Total Admin. Expenses	5,877	23,807	21,315	2,492	51,150
Operating sub total	10,347	53,959	61,320	(7,361)	
Total Reserve Expenses	4,375	4,925	28,315	(23,390)	67,959
Total Expenses	14,722	58,884	89,635	(30,751)	215,119
Total Assets		482,840			(45,078)
Total Liabilities		4,719			
Total Fund Balances		478,121	371,061	est yr end bal	

Landscape Committee –Miles Dooher reported on the following:

- The committee met with Loral who will provide a proposal for trimming 6 HOA trees and the Cork Oaks on Parkwood, per the recent meeting with the fire inspector
- Letters will be sent to owners who have trees which need trimming, per the on-site meeting with the fire inspector
- The committee will review owner landscaping at the corners of the private lanes and De Anza which block the view of oncoming vehicle traffic.
- PML has sent bid packets to Arborwell, Advanced Tree Care and Loral for the Defensible Fire Space project which is completed every 5 years.

- The committee recommends working with Cal Fire to complete the cleaning the Cherrywood Open Space in 2019. PML was requested to contact Cal Fire and report on the process for using their crews for this project.
- PML reported that the City has been notified to reimburse the association \$1,094.40 for their share of the 30 foot Weed abatement project which was approved by the fire inspector.
- Jim Cozzolino inspected the association’s backflow devices, which passed inspection with no required repairs.

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>
5/28/18	3400 Chris Lane	To repaint the home using Kelly Moore paint in Bone for the stucco/wood panel siding and Oxford Brown for the trim.	Approval letter sent 7/20/18
6/18/18	1928 Parkwood Drive	To replace the existing deer wire fencing with identical wire fence of the same height and same construction as the existing fence.	Approval letter sent 7/20/18

Public Safety – The board reminded owners to be cautious of the natural wildlife surrounding Sugarloaf and urged homeowners to be aware of snakes, coyotes, and mountain lions.

Manager’s Report – No report.

UNFINISHED BUSINESS

- Tennis Courts Lock/Gate Update Status** –PML reported that the tennis court gate lock was replaced on 7/18/18. To date, 9 Sugarloaf owners have picked up a new key.
- Finalize Rental Restriction Amendment Planning** – The Board reviewed the proposed amendment and voting instructions. PML was requested to clarify the voting instructions especially where the owner’s signature on the outer ballot is concerned and agreed for it to be mailed out to the membership.

NEW BUSINESS

- Reserve Account Analysis Review** – The Board reviewed and discussed the draft reserve study from Golden Consulting. PML was requested to notify Golden of the board’s changes and obtain a second draft for review at the next meeting.
- Meeting Venue** - Considering the increased east-bound traffic at 5:30pm the Board agreed to look into holding future Board meetings at an alternate venue closer to the association’s property.

ADJOURNMENT

The next Board meeting was tentatively scheduled for August 28, 2018, at 5:30pm. There being no further business before the Board, the Meeting was adjourned into Executive Session to discuss legal issues at 7:00pm.

Respectfully Submitted,

Attested by,

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

Emile Nurisso, Secretary
Sugarloaf Homeowners Association