

**SUGARLOAF HOMEOWNERS ASSOCIATION**  
Minutes of the Board of Directors Meeting  
June 26, 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 5:34pm. 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 Emile Nurisso and seconded by Miles Dooher, the Minutes of the 4/24/18 Open Board of Directors meeting were approved as submitted with Jack Albrecht abstaining since he was not at the last meeting.

**EXECUTIVE SESSION DISCLOSURE**

The Board met in Executive Session on 4/24/18 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
<b>Total Revenue</b>	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
<b>Operating sub total</b>	10,347	53,959	61,320	(7,361)	
Total Reserve Expenses	4,375	4,925	28,315	(23,390)	67,959
<b>Total Expenses</b>	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	

PML provided a draft of the reserve analysis update for FY 2019 as prepared by Golden Consulting. The Board agreed to review the draft and discuss it further at the next board meeting.

**Landscape Committee** – report by Miles Dooher.

- Weed abatement – completed by Jim Cozzolino. Fire Inspector Melinda Martin will meet with the Landscape Committee to review the project. PML was instructed to send a letter to the City of San Mateo Parks and Recreations Manager requesting reimbursement for the City's share of the weed abatement work.

- At 3404 Oakhill, as requested by the owner, the Landscape Committee inspected trees adjacent to the property which the owner requested to be trimmed by the association and determined that they are within the owner's lot lines and are therefore his responsible to maintain.
- Behind 3524-3536 Broadview, Jim Cozzolino's crew cleaned the common area of scotch broom plants for fire prevention.
- 100' Defensible Fire Space tree trimming project – PML agreed to have the bid packets ready by the week of 7/9/18, for the work to be completed in September/October this year.
- Irrigation controller #7 replacement by Cozzolino at \$375, due to transformer failure.
- The Board discussed five (5) trees which were removed by ATC, in accordance with the association's tree management report. The City requires the association to replant one (1) 24" box native Oak tree anywhere on the property within 12 months of the permit date (4/23/18) for each tree removed. Once the trees have been planted the City must be notified to perform a post inspection. After confirmation by the City, the fee of \$425 per tree would be refunded to the association. If the association chooses not to replant a tree, then the deposits will be forfeited, and the City will apply the money toward planting trees elsewhere in San Mateo. After some discussion, considering the cost to replant trees on association property would be more expensive than the deposit left with the City, the board agreed to forfeit the deposit.
- A site inspection noting yellow and dead lawns has been performed by PML. The homes will be reviewed by the board during the upcoming Exterior Audit Inspection scheduled for this weekend.
- The board reviewed correspondence from a Sugarloaf owner who is concerned about a tree on the property of 1657 De Anza which had dry/dead limbs and is leaning toward their home. PML offered to help facilitate communication between the two owners considering this is not an association matter. Since this represents a potential safety issue, and the 1657 property is a rental property, PML agreed to send a notice to the 1657 property owner as a matter of record of official notification of a potential safety issue.

**Architectural Committee** – The following architectural approvals have been granted since the last board meeting:

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
6/14/18	1420 De Anza	Install a new exterior fence	Approval letter sent 6/22/18
6/15/18	3405 Westwood	To install a pergola in the backyard	Approval letter sent 6/22/18
5/23/18	3517 Broadview	To paint the exterior of the home in color scheme F	Approval letter sent 5/25/18

Bob Kiss requested approval to purchase a \$100 gift card as appreciation for Katie Flynn's time and efforts for many years of service to the Architectural Committee and the annual exterior audit process. The board approved.

**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 additional report.

## UNFINISHED BUSINESS

- a) **Tennis Courts Lock/Gate Update Status** – PML reported that the tennis court gate lock will be changed on Wednesday, 7/18/18. A formal notice will be sent to all owners advising that the new keys will be available for purchase at \$50.00 each at PML's office starting Monday, July 9, 2018. The tentative cost to Sugarloaf is \$3,660, which is 50% of the cost for the gate modifications and keys shared with the Denali HOA. A sign will be posted on the tennis court gate advising of the date the lock will be changed.
- b) **Finalize Rental Restriction Amendment Proposal/Plan** – The board agreed to mail out the ballot packet to all owners by late July, with a deadline of 6 to 8 weeks later to return the ballots. The board also requested that PML send the final draft documents, including the voting instructions provided by the sub-contractor, to the board for review before mailing the ballots.

## NEW BUSINESS

- a) **Appointment of Board Officers** – On a motion duly made by Miles Doohar and seconded by Jack Albrecht, the following directors were appointed as officers of the corporation:
  - President – Bob Kiss
  - Vice President – Mitra Sadeghi
  - Treasurer – Jack Albrecht
  - Secretary – Emile Nurisso
  - Director – Miles Doohar
- b) **Change of board meeting venue** – Due to traffic issues, the board discussed changing the board meeting place to a location closer to the association. Options are the Beresford recreation center, San Mateo Senior Center, or the Clearview HOA meeting room. PML will research these options and report back to the board on cost and availability.

## ADJOURNMENT

The next Board meeting was scheduled for July 24, 2018, at 5:30pm. There being no further business before the Board, the Meeting was adjourned into Executive Session to discuss a legal issue at 6:55pm.

Respectfully Submitted,

Attested by,

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

Emile Nurisso, Secretary  
Sugarloaf Homeowners Association