

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

March 27, 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 6:04pm. 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 Jack Albrecht, the Minutes of the 1/23/18 Open Board of Directors meeting and Annual Meeting were unanimously approved as submitted.

EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on 1/23/18 to discuss legal issues. No actions were taken at the meeting.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	206	169,874	169,591	(283)	170,041
Total Maint. & Repairs	2,400	4,800	12,534	(7,734)	75,200
Total Utilities	766	1,557	3,468	(1,911)	20,810
Total Admin. Expenses	3,863	7,767	8,526	(759)	51,150
Operating sub total	7,029	14,123	24,528	(10,405)	
Total Reserve Expenses	550	550	11,326	(10,776)	67,959
Total Expenses	7,579	14,673	35,854	(21,181)	215,119
Total Assets		530,245			(45,078)
Total Liabilities		9,713			
Total Fund Balances		520,532	371,061 est year end		

Landscape Committee –Miles Dooher reported on the following:

- 5-year tree report – Advanced Tree Care has scheduled the work for April 2018.
- Defensible Fire Space project – PML was requested to prepare the specifications for bidding, and completion in July 2018.
- Homeowner property tree pruning – The committee will meet with San Mateo Fire Department inspector Melinda Martin in April/May to inspect trees on Owner properties which pose a hazard to the Owner's property or neighboring properties (private or HOA). Notification letters will be sent to Owners accordingly.
- Annual weed abatement – to be performed by Jim Cozzolino in June.
- Backflow prevention inspection – Jim Cozzolino has been sent the request from Cal Water to inspect and certify all association backflow devices.
- Site wide irrigation inspection – to be performed by Jim Cozzolino in April. A proposal will be submitted to the committee for review of any necessary repairs.
- Cherrywood Open Space cleanup – Fire Inspector Melinda Martin agreed to provide the Committee with information for Cal Fire who can assist with cleaning up the Cherrywood open space.

- Wood chips – Jim Cozzolino will be delivering clean wood chips and distributing them throughout the HOA common space or landscape easement areas in May.
- 3401 Leafwood – PML has confirmed with the City of San Mateo that the maximum height for the shrub installation along the sidewalk is 3 feet. PML will notify the owner.

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>
2/27/18	1932 Parkwood	To replace the roof using Presidential fiberglass shingles in color Aged Bark.	Approval letter sent 3/4/18
2/6/18	1400 De Anza	To repaint the home in color scheme E.	Approval letter sent 2/12/18
1/12/18	1529 De Anza	To enclose tables and tools below the 2 nd floor deck, adding an elongated box for storage, and painting the enclosure in solid stain, Abbey Brown.	Approval letter sent 2/12/18

The board reviewed a list of outstanding audit findings from the 2017 inspection. Bob Kiss agreed to review the list with committee member Katie Flynn and report their findings at the next meeting.

Public Safety – Bob Kiss stated that there was a large police presence at 1818 Parkwood (within the Denali properties, not Sugarloaf) the week of 3/15/18.

Manager’s Report – No report.

UNFINISHED BUSINESS

- a) **Finalize Rental Restriction Amendment Proposal** – The Board agreed to review the revised documents received from attorney Alex Noland and discuss at the next Board meeting.

NEW BUSINESS

- a) **Annual Election Completion** – PML reported that a quorum of owners was not present, and therefore the election could not be completed. PML stated that 108 Owners returned signed ballots, however 8 ballots were returned but not signed, and therefore could not be counted toward the quorum. The Board agreed to extend the balloting period to the next Board meeting scheduled for April 24, 2018.
- b) **Tennis Courts Lock/Gate Update Status** – PML stated that according to Ray Laherrere of First Equity Management, a copy of the estimate to change the keys/locks will be provided before the project starts.

CORRESPONDENCE REVIEW

The Board reviewed information provided from owners regarding the following:

- Construction information about debris box placement and allowed construction hours;
- Tile roof repair tips for other homeowners explaining that a tile roof is considered “high maintenance” because the felt should be replaced every 5 years; and
- A thank you note sent to Cal Water by a Sugarloaf homeowner for the repairs made to the fence at the entrance to the Cal Water tank yard at the end of Broadview Court.

ADJOURNMENT

The next Board meeting was scheduled for April 24, 2018, at 5:30pm at the office of PML Management. There being no further business before the Board, the Meeting was adjourned at 7:15pm.

Respectfully Submitted,

Attested by,

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

Emile Nurisso, Secretary
Sugarloaf Homeowners Association