

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

November 27, 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 5:30pm. Board members present were Miles Doohar, Bob Kiss, Emile Nurisso and Mitra Sadeghi. Director Jack Albrecht was absent.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. The next open Board meeting was set for 1/22/19 with the Annual meeting set for 1/24/19 at the San Mateo Senior Center.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Mitra Sadeghi and seconded by Emile Nurisso, the Minutes of the 10/23/18 Open Board of Directors meeting were approved as submitted with Miles Doohar abstaining since he was not in attendance at that particular meeting.

EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on 10/23/18 to discuss legal issues.

REPORTS

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

| | Month | YTD Actual | YTD Budget | Variance | Yearly Budget |
|----------------------------|--------|------------|------------|----------------|---------------|
| Total Revenue | 350 | 174,151 | 169,951 | (4,200) | 170,041 |
| Total Maint. & Repairs | 5,068 | 49,782 | 62,670 | (12,888) | 75,200 |
| Total Utilities | 3,456 | 15,935 | 17,340 | (1,405) | 20,810 |
| Total Admin. Expenses | 3,058 | 44,031 | 42,630 | 1,401 | 51,150 |
| Operating sub total | 11,582 | 109,748 | 122,640 | (12,892) | |
| Total Reserve Expenses | 0 | 8,650 | 56,630 | (47,980) | 67,959 |
| Total Expenses | 11,582 | 118,398 | 179,270 | (60,872) | 215,119 |
| Total Assets | | 426,977 | | | (45,078) |
| Total Liabilities | | 6,485 | | | |
| Total Fund Balances | | 420,492 | 371,061 | est yr end bal | |

Landscape Committee – report by Miles Doohar:

- Bark mulch - The Board approved for Jim Cozzolino to add bark mulch to the common areas along the sidewalks and bare landscaping along De Anza Blvd. at a cost of \$1,800.
- Traffic hazards on Allison and Oakhill – PML reported that all letters have been sent to the appropriate owners. Miles confirmed that all hazards have been addressed except for the home at the corner of Allison and De Anza.
- Defensible Fire Space Pruning (DFS)– (6 foot SMFD trim) PML is waiting for a start date from Loral Landscaping.
- Phase 2 tree pruning – PML will contact Loral regarding their proposal considering many of the trees listed are also included in the DFS project specifications.
- Cal Fire / Cherrywood open space – Per the committee, this project is on hold until Loral completes the DFS project.
- 1949 Parkwood tree trimming – Based on an inspection at the home with the landscape committee the committee felt that they were not able to decide if the tree in question was located on HOA or owner property. Therefore, it was agreed that the cost to prune the trees would be equally divided between the HOA and the owner. Advanced Tree Care bid \$720 to prune the trees. PML will notify the owner.
- 1656 Toyon Pine trees – PML reported that no formal request has been received from the owner to remove the 2 Pine trees in the association's landscape easement located on their property.

- 1628 Toyon trimming neighbor's trees/plants – The owner contacted management about pruning trees/shrubs that hang over onto their property from a neighbor that they feel is a fire hazard. Management advised that they have the right to trim the plants/trees.
- 1521/1525 De Anza – The landscape committee advised the owner that according to the association's arborist, the Birch trees are not dying and are going dormant for the winter season. It was recommended to fertilize the trees in spring 2019.
- 3417 Westwood – The committee met with the owner. It was agreed that the owner will trim all branches which hang over their backyard fence and the association's landscaper will trim the small trees in the association's common area.
- Leaves on Upper Parkwood Drive (between Toyon and Broadview) – Emile Nurisso reported that the city street sweeper won't clean the street because the branches of the Oak trees are too low. Either the branches need to be cut, or periodic cleaning of the storm drain at Parkwood/Broadview needs to be done. After some discussion, it was agreed to have the association's landscaper clear leaves on Parkwood once a month.

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> |
|----------------------|-----------------|---|-------------------------------|
| 10/20/18 | 3400 Chris Lane | To install solar panels on the home | Approval letter sent 10/29/18 |
| 10/19/18 | 1400 De Anza | To replace the driveway with Calstone cobble pavers in grey charcoal tan color in the Mega 2 pattern. | Approval letter sent 11/16/18 |

- An architectural violation disclosure letter has been sent to the current owner and real estate agents involved in the sale of 1666 De Anza Blvd. for the home which is painted in an unapproved color scheme.
- The Board reviewed correspondence between owners of 1637 Sugarloaf and 1653 De Anza Blvd. regarding a disagreement about fence maintenance/replacement.

Public Safety – It was determined that owners were parking their personal vehicles in the visitor parking area on Sugarloaf Drive. The identified specific owners were notified that the parking is for visitors only and that they would be subject to fines and towing if they continue to park there.

Manager's Report – No report.

UNFINISHED BUSINESS

- a) **Rental Restriction Amendment Status** – Because a quorum of ballots has not been received, the Board agreed to extend the balloting to 1/22/19 to allow for a sufficient number of ballots to be received.

NEW BUSINESS

- a) **Annual meeting planning** – It was agreed that the 2019 Annual Meeting of Members would be held at the San Mateo Senior Center on Thursday, 1/24/19. The two directors whose positions are up for election are Mitra Sadeghi and Emile Nurisso.
- b) **Review insurance packages** – PML reported that Bay Area Insurance will be sending the renewal package prior to the 1/19/19 renewal.

ADJOURNMENT

The next Board meeting was scheduled for January 22, 2019 at 5:30pm. There being no further business before the Board, the Meeting was adjourned into Executive Session to discuss a legal issue at 6:52pm.

Respectfully Submitted,

Attested by,

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

Emile Nurisso, Secretary
Sugarloaf Homeowners Association