

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

October 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 6:28pm. Board members present were Jack Albrecht, Bob Kiss, Emile Nurisso and Mitra Sadeghi. Director Miles Dooher was absent.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. The next Board meeting was set for 11/27/18 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 9/24/18 Open Board of Directors meeting were approved as corrected with Jack Albrecht abstaining since he was not in attendance.

EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on 9/24/18 to discuss legal issues.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	374	173,442	169,861	(3,581)	170,041
Total Maint. & Repairs	1,491	38,693	50,136	(11,443)	75,200
Total Utilities	2,157	11,087	13,872	(2,785)	20,810
Total Admin. Expenses	3,127	34,734	34,104	630	51,150
Operating sub total	6,775	84,514	98,112	(13,598)	
Total Reserve Expenses	1,740	12,255	45,304	(33,049)	67,959
Total Expenses	8,515	96,769	143,416	(46,647)	215,119
Total Assets		452,339			(45,078)
Total Liabilities		10,629			
Total Fund Balances		441,710	371,061	est yr end bal	

Thielen & Associates, Inc. submitted their engagement letter to perform the association's 2017 Review and Tax Preparation at a cost of \$1,620 which is \$20 higher than last year. PML has submitted the approved engagement letter to the CPA.

Landscape Committee – report by Miles Dooher:

- 6-foot SMFD laddering trim (Defensible Fire Space Pruning - DFS) project – PML will contact Loral, who was awarded the contract at the last meeting, for a start date.
- Phase 2 tree pruning – PML will negotiate with Loral on this bid, since they have been chosen to perform the DFS pruning and some of the trees on the Phase 2 specifications may/will be in the DFS specifications.
- Traffic hazards on Allison and Oakhill – Mitra Sadeghi commented on the two draft letters to the owners at 3400 Allison and 1658 De Anza Blvd.
- Cal Fire Cherrywood canyon – On hold until Loral completes the DFS project.
- Irrigation at 1408 De Anza – Cozzolino has confirmed the irrigation heads on the owner property, controlled by the association's irrigation controller, have been capped and the owner notified.
- 1949 Parkwood tree trimming – Since the Landscape Committee could not clearly determine if the trees, which the fire department asked to be pruned, were on HOA or owner property it was agreed that the cost would be split in half between the owner and the HOA. PML will contact the owner to advise them that cost from

Advanced Tree Care is a total of \$720 to prune the Bay and Oak at the side of the house, with \$360 as the cost for each party.

- 1669 Sugarloaf – The Committee confirmed that the homeowner has cleaned up their front yard as required.
- The Oak tree on association property at the end of Chris Lane, which died from sudden Oak death, has been removed by Loral.
- 1641 Sugarloaf – Advanced Tree Care completed pruning an Oak tree on association property behind the home which was identified by the fire inspector.
- Jim Cozzolino agreed to perform the pruning necessary to achieve husbandry, as requested by Katie Flynn, on an ongoing basis at no extra charge.

Mitra Sadeghi reported that during her monthly inspection of the tennis courts, they appear to be in good condition.

Architectural Committee – There were no architectural approvals granted since the last board meeting.

Owners have responded to the association's Exterior Audit letters as follows:

- 1649 Toyon – notified the Board that they have painted their garage door in the approved color scheme using Kelly Moore paint, color Oyster.
- 1637 Sugarloaf – The owner installed a new front lawn as requested.
- 1666 De Anza – PML was requested to prepare a letter to the owner and escrow file to ensure disclosure that the home is painted in the wrong color scheme since the home appears to be up for sale.
- 1653 Sugarloaf – The Board discussed a violation letter which PML sent to the owner, partially in error, regarding a visitor parking violation, based on a neighbor complaint. PML was asked to verify violation letters with the Board prior to sending them when the complaint was initiated by a neighbor. Bob Kiss will discuss the situation with the owner and also address the question of ownership of three cars continually parking in the visitor parking spaces.

Public Safety – No report.

Manager's Report – No additional information to provide.

UNFINISHED BUSINESS

- a) **Rental Restriction Amendment Status** – PML reported that 80 valid ballots have been received. The Board agreed to extend the balloting period to the next Board meeting, since a quorum of ballots has not been met. Bob Kiss will prepare a statement which PML will send out to all owners after the 10/30 deadline.
- b) **2019 Final Review/Approval Session** – The Board reviewed the draft 2019 budget as prepared by PML and Golden Consulting Service. On a motion duly made by Jack Albrecht and seconded by Emile Nurisso the Board unanimously approved the budget with no increase in the dues, which will stay at \$750 for the year.

NEW BUSINESS

- a) **Appoint Annual Election Official and Nominating Committee** – It was noted that Emile Nurisso and Mitra Sadeghi are up for re-election at the 2019 Annual Meeting. PML was requested to contact the San Mateo Senior Center to determine if Thursday, 1/24/19 is available for the Association's Annual Meeting. The Board agreed for PML to be the Election Official for the 2019 Annual meeting, and Bob Kiss, Jack Albrecht and Miles Dooher as the Nominating Committee.

ADJOURNMENT

The next Board meeting was scheduled for November 27, 2018 at 5:30pm. There being no further business before the Board, the Meeting was adjourned at 7:30pm.

Respectfully Submitted,

Attested by,

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

Emile Nurisso, Secretary
Sugarloaf Homeowners Association