

SUGARLOAF HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
August 27, 2019

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 5:39pm. Board members present were Victoria Butcher, Zaven Khachadourian, Bob Kiss, William Riley, and Mitra Sadeghi. Deborah McGraw represented PML Management.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. The next Board meeting was set for 9/24/19 at the San Mateo Senior Center.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Mitra Sadeghi and seconded by William Riley, the Minutes of the 7/23/19 Board of Directors meeting were approved as submitted.

REPORTS

Treasurer - The Board ratified the July 2019 financial report as summarized below:

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	341	172,872	169,802	(3,070)	170,021
Total Maint. & Repairs	11,520	55,967	49,007	6,960	84,000
Total Utilities	1,485	8,144	11,578	(3,434)	19,840
Total Admin. Expenses	3,909	29,647	30,478	(831)	52,240
Operating sub total	16,914	93,758	91,063	2,695	
Total Reserve Expenses	0	5,353	35,091	(29,738)	60,146
Total Expenses	16,914	99,112	126,154	(27,042)	216,226
Total Assets		478,561			(46,205)
Total Liabilities		5,800			
Total Fund Balances		472,761	293,674	est yr end bal 120%	

Landscape Committee – The board reviewed the following:

- Feedback from the on-site inspection with Fire Inspector Melinda Martin regarding the weed abatement (Cozzolino work) and the 5-year DFS project (Loral work) completion was received. The weed abatement work was approved by Inspector Martin (email received). PML will now submit a request to the city for reimbursements of the portion of the work near Laurelwood Park that is on city property. Various items of concern will be discussed with Loral prior to the completion of the 5-year DFS project.
- Review of July landscape report from Cozzolino. Modern Electric has been called out to resolve the intermittent power issue to the irrigation controller behind the Sugarloaf sign on Parkwood/De Anza.
- HOA land near 1521 Cherrywood – The Board approved Loral's est. 2019-0896 to remove a dead Oak at a cost of \$1,776.
- HOA landscape easement behind 3501 Broadview – The Board approved for Precision Tree Care to shape the Oak tree at a cost of \$650.

Architectural Committee – The following architectural approvals were granted since the last board meeting:

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
8/3/19	1509 De Anza	To repair/replace termite and dry rot damage to the 2 nd story balcony	Approval letter sent 8/23/19
8/22/19	1517 De Anza	To install solar panels on the roof	Committee approval 8/27/19
8/9/19	1673 Toyon	Repaint exterior of home in the original color scheme	Committee approval 8/16/19

2019 Exterior Annual Audit – Final draft letters have been approved by the Committee and will be mailed out by PML within one week.

Public Safety – The Public Safety committee has posted notices on various vehicles have been observed to consistently occupy visitor parking spots, and are believed to be owner or tenant vehicles, which is in violation of the visitor parking rules. Bob noted that the Traffic Committee is waiting for the draft Traffic Action Plan (TAP) from the Department of Public Works (DPW), which will be based on the list of traffic safety concerns submitted by the committee, and also include recently voiced concerns about traffic safety on Parkwood near the Denali tennis courts.

Manager's Report –

- The board approved for PML to purchase new No Trespassing signs to replace the faded signs in the Cherrywood Open Space between 1521 and 1555 Cherrywood.
- Attorney Alex Noland notified the association that his professional fees will increase effective 9/1/19.
- Parkwood Soil Erosion Mitigation –
 - SEC project engineer anticipates start date of 9/3/19
 - SEC will hire Davey Tree to provide tree protection plan/arborist report. National Fence will be hired by SEC to install the required fencing to protect the trees.
 - Bob Kiss will review the proposal from Alan Kropp & Associates to perform plan review services and construction observation/testing for the geotechnical aspects of the construction on the slope stabilization project with the homeowners involved.

Mitra Sadeghi left the meeting at 6:47pm.

UNFINISHED BUSINESS

- a) Committee memberships & Chairs – The landscape committee members will decide on a Chair by the next board meeting.
- b) Election Voting Process Discussion – No report.

NEW BUSINESS

- a) Draft 2020 Budget for Review – PML will provide a draft budget for review via email.

ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned into Executive Session to discuss a legal issue at 7:10pm.

Respectfully Submitted,

Attested by,

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

William Riley, Secretary
Sugarloaf Homeowners Association