

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

January 22, 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 5:43pm. Board members present were Bob Kiss, Emile Nurisso and Mitra Sadeghi. Director Jack Albrecht and Miles Dooher were absent.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. The February meeting was cancelled, so the next Board meeting was set for 3/26/19 at the San Mateo Senior Center.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Emile Nurisso and seconded by Mitra Sadeghi, the Minutes of the 11/27/18 Board of Directors meeting were approved as submitted.

EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on 11/27/18 to discuss legal issues.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	243	174,393	169,996	(4,397)	170,041
Total Maint. & Repairs	2,595	52,377	68,937	(16,560)	75,200
Total Utilities	1,565	17,500	19,074	(1,574)	20,810
Total Admin. Expenses	3,697	47,728	46,892	836	51,150
Operating sub total	7,856	117,605	134,903	(17,298)	
Total Reserve Expenses	469	9,415	62,293	(52,878)	67,959
Total Expenses	8,325	127,020	197,196	(70,176)	215,119
Total Assets		416,170			(45,078)
Total Liabilities		3,760			
Total Fund Balances		412,410	371,061	est yr end bal	

Landscape/Maintenance –

- Lamp light repair on Oakhill Court – Modern Electric replaced the photocell on 12/19/18.
- Lamp light repair on Douglas court – Modern Electric notified PML that someone had unscrewed the lamp. They screwed it back in and everything is back on.
- Westwood Court Barrier repairs – An owner notified the board of their repair concerns. The Board noted that the barrier had been evaluated on the last round of barrier assessments and was found to be in acceptable conditions. The Board agreed to reevaluate the end barriers during the annual audit mid-year for any necessary repairs to be done in 2019.
- De Anza Birch tree fertilization on common space near 1521/1525 De Anza – Loral has been approved to fertilize and apply a systemic pesticide for aphid control to six (6) Birch trees at a cost of \$335.
- Defensible Fire Space Pruning project – Loral will schedule in spring 2019 when the weather gets better for them to walk the hillsides safely.

The Board adjourned into Executive Session at 6:00pm to discuss a legal issue and readjoined into the open board meeting at 6:50pm.

- Phase 2 tree pruning – The Board reviewed bids from Loral, Advanced Tree Care and Arborwell. After discussing clarification for issues raised at the past board meeting, Mitra Sadeghi made a motion to approve the bid from Advanced Tree Care at \$19,700. Emile Nurisso seconded the motion, which was unanimously approved.
- 1949 Parkwood tree trimming – Advanced Tree Care will complete the tree work at 1949 Parkwood on 1/29/19. The owner has been notified and agreed to share the cost with the association since it could not be determined on which property the tree is located.
- Main line water leak on De Anza – On 12/11/18 Jim Cozzolino notified PML that he repaired a main line water leak, which cost \$114.29 in excess water usage. Cozzolino confirmed that common area irrigation is currently shut off at the various back-flow devices.
- Irrigation upgrades De Anza Blvd. – A motion was made by Emile Nurisso to approve a proposal from Jim Cozzolino to modify the irrigation to conserve water in the De Anza landscape easements and common areas for a cost of \$3,050. Mitra Sadeghi seconded the motion, which was unanimously approved.
- Common space near 1503 Cherrywood Oak tree – The owner of 1503 Cherrywood (adjacent to the association's Open Space) notified that there is a dead tree behind their home in the association's open space. A bid has been submitted by Loral to remove the tree at a cost of \$2,850. PML was requested to obtain a bid from Advanced Tree Care for review at the next meeting.
- Common space near 1555 Cherrywood – Jim Cozzolino agreed to clean up poison oak on the side of the property which borders the association's Open Space

Architectural– 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>
11/20/18	1925 Parkwood	To install paver stones and sconces	Approval letter sent 1/18/19.

Public Safety – It was noted that the visitor parking spaces will continue to be monitored on the association's private streets. Owners will be contacted if they or their tenants are found to be abusing the parking spaces.

Manager's Report – No additional information to provide.

UNFINISHED BUSINESS

- a) Rental Restriction Amendment Voting Status – A total of 156 valid ballots were received, opened and tabulated as follows:

Number of units:	226
Quorum needed to complete voting	115
Ballots cast	163
Invalid ballots	7 invalid ballot envelopes – 3, unsigned; and 4 signed but with no return address to confirm the owner's property address
Valid Ballots:	156
Votes: In Favor:	116
Against:	40
Abstentions:	None
Result:	PASSED (quorum of 115 in-favor votes needed to pass a CC&R amendment)

NEW BUSINESS

- a) **Final Planning for HOA Annual Meeting** – The annual meeting is scheduled for Thursday, 1/24/19 at 6pm at the San Mateo Senior Center with positions currently held by Emile Nurisso and Mitra Sadeghi up for election. Mitra Sadeghi (Incumbent), William Riley (1412 De Anza) and Zaven Khachadourian (1949 Parkwood) have submitted their candidacy resumes to be included on the election ballot. Emile Nurisso has chosen not to run for reelection and will continue to serve as a board member until a replacement has been elected.
- b) **Review Insurance Packages** – The association's insurance package has been renewed with Bay Area Insurance as of 1/19/19 with a reduction in the annual premium to \$6,402 from \$8,803. The package policy has changed from Foremost to ACE Property and Casualty since Foremost decided not to renew the current policy.
- c) **Board Member Resignation** – Miles Dooher and Jack Albrecht resigned effective 12/31/18.

Correspondence Review

Traffic concern on De Anza - The Board reviewed correspondence from owners who are concerned about traffic on De Anza from. Bethany Lopez, Senior Engineer with the City of San Mateo will be presenting a discussion to the membership about the City's traffic abatement program at the Annual Meeting on 1/24/19.

ADJOURNMENT

The next Board meeting was scheduled for March 26, 2019 at 5:30pm at the San Mateo Senior Center. There being no further business before the Board, the Meeting was adjourned at 8:18pm.

Respectfully Submitted,

Attested by,

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

Emile Nurisso, Secretary
Sugarloaf Homeowners Association