

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

July 23, 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 5:50pm. Board members present were Victoria Butcher, Zaven Khachadourian, Bob Kiss, William Riley, and Mitra Sadeghi. Deborah McGraw represented PML Management, and other homeowners attended.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. The next Board meeting was set for 8/27/19 at the San Mateo Senior Center.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Mitra Sadeghi and seconded by Zaven Khachadourian, the Minutes of the 6/25/19 Board of Directors meeting were approved as submitted with Victoria Butcher abstaining from the vote since she was not in attendance.

EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on 6/25/19 to discuss a legal issue and delinquent homeowner accounts. On a motion duly made by Zaven Khachadourian and seconded by William Riley, the minutes of the 6/25/19 Executive Session were approved as submitted with Victoria Butcher abstaining from the vote since she was not in attendance.

REPORTS

Treasurer - The Board reviewed a summary of the June 2019 financial statement as follows:

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	311	172,530	169,759	(2,771)	170,021
Total Maint. & Repairs	5,758	44,447	42,006	2,441	84,000
Total Utilities	1,553	6,658	9,924	(3,266)	19,840
Total Admin. Expenses	4,223	25,738	26,124	(386)	52,240
Operating sub total	11,534	76,844	78,054	(1,210)	
Total Reserve Expenses	0	5,353	30,078	(24,725)	60,146
Total Expenses	11,534	82,197	108,132	(25,935)	216,226
Total Assets		496,685			(46,205)
Total Liabilities		7,350			
Total Fund Balances		489,335	293,674	est yr end bal 120%	

Landscape Committee –

- Review of June landscape report from Cozzolino.
- 1408 De Anza – PML will meet with Jim Cozzolino on site to review disconnection of association water to the owner's personal irrigation system.
- Weed abatement project has been completed. Fire inspector Melinda Martin will review and confirm the completion has met their standards.
- Loral has scheduled to start the Defensible Fire Space (DFS) pruning project by July 23rd. Notification will be sent to all owners/tenants by Wed 7/24.
- 1555 Cherrywood Poison oak removal – The owner of 1555 Cherrywood agreed to pay for 25% of the cost. Pending receipt of schedule.
- 1521 Cherrywood – Pending completion of approved tree removal in the association's open space.

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>
5/29/19	1666 De Anza	To replace windows and sliding doors	Approval letter sent 6/13/19
6/2/19	3404 Oakhill	To replace windows	Approval letter sent 6/13/19
5/18/19	1658 De Anza	To replace all exterior shingle siding and repaint the exterior of the home.	Approval letter sent 6/14/19

2019 Exterior Annual Audit – pending completion of draft letters by PML.

Traffic Committee - The board officially established an Ad Hoc Traffic Committee with the following members: Chair is Bob Kiss, Victoria Butcher, Valerie Orner, and Robina Ramm. The purpose of the committee will be to work with Bethany Lopez, City of San Mateo Department of Public Works (DPW) to discuss traffic concerns as part of the city's Traffic Action Plan. The duration of the committee will be until the city completes the action plan projects.

Public Safety – The Board discussed a concern from an owner regarding parking on the city’s public street and reviewed an article from the Executive Council of Homeowners about public versus private parking enforcement. If owners are concerned about parking on the public streets, the board recommends contacting the local authorities to enforce the city’s regulations.

Manager’s Report –

- The visitor parking sign on Sugarloaf will be replaced by maintenance this week.
- The Board discussed possible visitor parking abuse on the association’s private streets.
- Parkwood Soil Erosion Mitigation - Soil Engineering Construction (SEC) is moving forward with the soil erosion mitigation planning for the area behind 1917/1921 Parkwood Drive, including the association’s property. Construction drawings are being finalized in mid-July for submission of a permit application to the city of San Mateo.

UNFINISHED BUSINESS

- a) Open board position appointment – On a motion duly made by Mitra Sadeghi, seconded by William Riley, and unanimously approved Victoria Butcher was appointed to fill the vacant board position.
- b) Committee memberships – The Board discussed members for the current committees as follows:
 Landscape – Zaven Khachadourian and Mitra Sadeghi
 Public Safety – Bob Kiss and Victoria Butcher
 Architecture – Bob Kiss and William Riley
- c) Election Voting Process Discussion – The Board asked PML to contact attorney Alex Noland for his recommendations on gaining better membership participation.

NEW BUSINESS

None

ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned at 7:09pm.

Respectfully Submitted,

Attested by,

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

William Riley, Secretary
 Sugarloaf Homeowners Association