

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

June 25, 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 5:45pm. Board members present were Zaven Khachadourian, Bob Kiss, William Riley, and Mitra Sadeghi. Deborah McGraw represented PML Management, and other homeowners attended.

OPEN FORUM

The owners of 1677 and 1673 Toyon attended the meeting to discuss a disagreement with a fence modification request submitted by the owner of 1677 Toyon. The owner at 1673 Toyon disagrees with the requested modifications due to privacy and aesthetic harmony with the neighborhood. After hearing discussion from both owners, the Architectural Committee agreed to take the information into consideration when reviewing the application for approval.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. The next Board meeting was set for 7/23/19 at the San Mateo Senior Center.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by William Riley and seconded by Zaven Khachadourian, the Minutes of the 5/28/19 Board of Directors meeting were approved as submitted with Mitra Sadeghi abstaining from the vote since she was not in attendance.

EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on 5/28/19 to discuss a legal issue and delinquent homeowner accounts.

REPORTS

Treasurer - The Board approved the May financial report. A summary of the May 2019 financial statement was provided as follows:

| | Month | YTD Actual | YTD Budget | Variance | Yearly Budget |
|----------------------------|--------|------------|------------|---------------------|---------------|
| Total Revenue | 320 | 172,219 | 169,716 | (2,503) | 170,021 |
| Total Maint. & Repairs | 23,525 | 38,690 | 35,005 | 3,685 | 84,000 |
| Total Utilities | 1,518 | 5,105 | 8,270 | (3,165) | 19,840 |
| Total Admin. Expenses | 5,578 | 21,515 | 21,770 | (255) | 52,240 |
| Operating sub total | 30,621 | 65,310 | 65,045 | 265 | |
| Total Reserve Expenses | 0 | 5,353 | 25,065 | (19,712) | 60,146 |
| Total Expenses | 30,621 | 70,663 | 90,110 | (19,447) | 216,226 |
| Total Assets | | 503,203 | | | (46,205) |
| Total Liabilities | | 2,646 | | | |
| Total Fund Balances | | 500,557 | 293,674 | est yr end bal 120% | |

Landscape Committee – The Board reviewed the following:

- May landscape report from Cozzolino Landscaping
- 1408 De Anza – PML will meet with Jim Cozzolino on site to review disconnection of association water from the 1408 personal irrigation system.
- Weed abatement to be completed by Cozzolino by June 30th at an approved cost of \$9,120. After inspection by fire inspector Melinda Martin, documentation will be sent to the parks department requesting reimbursement for a portion of the project which is completed on City property.
- Loral will start the Defensible Fire Space pruning project (large trees) in early July 2019.

- 1555 Cherrywood Poison oak removal – The Board approved contributing 75% of the cost for removal of poison oak bushes on the side of the owner’s home located in the association’s Cherrywood open space.
- 1521 Cherrywood – The Board approved for Loral to remove a leaning Camphor tree in the Association’s Cherrywood open space hanging over their backyard.

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

| <u>ate 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 – PML will prepare the draft letters for committee review based on the completed inspection.

Public Safety – Bob Kiss reported that the Traffic Committee will meet with the San Mateo Public Works representative to discuss traffic safety concerns in Sugarloaf HOA areas. The board reminded homeowners to be aware that their homes are in areas which border natural habitat for wild animals such as deer, coyotes, mountain lions and rattlesnakes and to take caution when encountering these animals.

Manager’s Report –

- The Board approved for PML to purchase a new visitor parking sign to replace the damaged sign on Sugarloaf Drive.
- The Board agreed for PML to send the recorded lease amendment to all owners.
- There was a discussion regarding visitor parking, where it was mentioned that legitimate visitors have the right to use visitor parking spaces any time they are visiting. Per the association’s governing documents, visitor parking is not to be used by residents at any time. Residents must use their garage, their driveway, or public streets for parking.

UNFINISHED BUSINESS

- Open board position appointment** – Bob Kiss mentioned that a few homeowners have offered to fill the vacant board position. After some discussion, a motion was made by William Riley, seconded by Zaven Khachadourian, and unanimously approved to appoint Victoria Butcher to fill the vacant position. Bob Kiss will confirm the appointment with Victoria and report at the next meeting.
- Committee memberships** – The Board discussed appointing homeowners to the Architectural and Landscape Committees. Bob Kiss also discussed board attendance at the SMUHA meetings.
- PML contract renewal** – PML reported that upon receipt of a fully signed document, a copy will be provided to each board member.
- Election Voting Process Discussion** – The Board discussed methods to increase participation from the membership when completing ballot voting processes.

ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned into Executive Session to discuss owner delinquencies and a legal issue at 7:50pm.

Respectfully Submitted,

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

Attested by,

William Riley, Secretary
Sugarloaf Homeowners Association