

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

March 26, 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 5:35pm. Board members present were Bob Kiss, Emile Nurisso and Mitra Sadeghi.

The Board adjourned the open board meeting into an Executive Session at 5:37pm.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. The next Board meeting was set for 4/16/19 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 1/22/19 Board of Directors meeting were approved as corrected.

EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on 1/22/19 to discuss legal issues.

REPORTS

Treasurer - The Board reviewed the February 2019 financial statement as follows:

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	1,530	171,284	169,587	(1,697)	170,021
Total Maint. & Repairs	2,859	5,259	14,002	(8,743)	84,000
Total Utilities	453	948	3,308	(2,360)	19,840
Total Admin. Expenses	6,639	9,685	8,708	977	52,240
Operating sub total	9,951	15,892	26,018	(10,126)	
Total Reserve Expenses	0	942	10,026	(9,084)	60,146
Total Expenses	9,951	16,834	36,044	(19,210)	216,226
Total Assets		560,057			(46,205)
Total Liabilities		6,833			
Total Fund Balances		553,224	293,674	est yr end bal 120%	

The Board approved of the January and February 2019 financial statements and related documentation.

Landscape Committee –

- From February landscape report from Cozzolino:
 - Cozzolino repaired a broken sprinkler and juniper damage in the association's common area next to 1901 Parkwood from a car incident.
 - Completed irrigation upgrades on De Anza common areas as approved in January.
- The residents at 1573 De Anza have been reported dumping their personal landscape debris into the common area. PML will contact the residents to notify them that this is not allowed and to remove their debris from the common area.
- Board approved for Advanced Tree Care to remove the dead Oak tree from behind 1503 Cherrywood, in the association's open space at a cost of \$1,605.

- Work order #124 has been issued to Jim Cozzolino to inspect/certify all 12 backflow devices.
- Phase 2 tree pruning – Start date scheduled for 5/6/19 with Advanced Tree Care (ATC).
- Defensible Fire Space Pruning project – Pending receipt of schedule from Loral.

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

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
3/10/19	1633 De Anza	To install and AC unit in the back of the home.	Approval letter sent 3/22/19
2/8/19	1673 Toyon	To replace the garage door painting the door to match the existing trim color on the home.	Approval letter sent 3/22/19
2/10/19	3400 Chris	To replace a section of fallen fence from recent storm damage, same as the current fence style.	Approval letter sent 3/22/19
2/26/19	1629 Sugarloaf	To replace the tar paper and broken/damaged roof tiles	Approval letter sent 3/22/19

Public Safety – Bob Kiss reported that damage occurred to common area landscaping next to 1901 Parkwood Drive apparently caused by a recent car accident. Cozzolino Landscaping has repaired the sprinklers and removed the damaged plant material.

Pursuant to the presentation provided by Bethany Lopez, Public Works Senior Engineer at the January 2019 Annual Membership Meeting, the Board requested homeowner input regarding traffic concerns in the Sugarloaf area. The Board reviewed homeowner responses and offers from two homeowners to volunteer on a Traffic Safety Committee. Bob Kiss offered to contact Bethany with the additional information about owner traffic concerns and to notify her of the two owner volunteers.

Manager’s Report – No report.

UNFINISHED BUSINESS

- a. **Rental Restriction Amendment Recording Status** – Pending recordation of the amendment.

NEW BUSINESS

- a. **2019 Annual Election Status (Ballot Count pending quorum)** – Since a quorum was not met, the board agreed to extend the balloting period to the next open board meeting on 4/16/19.
- b. **Board Member Resignation / Appointment** – No report.

ADJOURNMENT

The next Board meeting was scheduled for April 16, 2019 at 5:30pm at the San Mateo Senior Center. There being no further business before the Board, the Meeting was adjourned into Executive Session to discuss owner delinquencies at 7:16pm.

Respectfully Submitted,

Attested by,

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

Emile Nurisso, Secretary
Sugarloaf Homeowners Association