

**SUGARLOAF HOMEOWNERS ASSOCIATION**  
 Minutes of the Board of Directors Meeting  
 May 28, 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 Zaven Khachadourian, Bob Kiss, and William Riley. Mitra Sadeghi was absent. Deborah McGraw represented PML Management.

**AGENDA & CALENDAR REVIEW**

The Board reviewed the Agenda and Calendar. The next Board meeting was set for 6/25/19 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 4/16/19 Board of Directors meeting were approved as submitted.

**EXECUTIVE SESSION DISCLOSURE**

The Board met in Executive Session on 4/16/19 to discuss a legal issue and delinquent dues accounts.

**REPORTS**

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	126	171,900	169,673	(2,227)	170,021
Total Maint. & Repairs	5,207	15,165	28,004	(12,839)	84,000
Total Utilities	(277)	3,588	6,616	(3,028)	19,840
Total Admin. Expenses	4,254	15,937	17,416	(1,479)	52,240
<b>Operating sub total</b>	9,184	34,689	52,036	(17,347)	
Total Reserve Expenses	0	5,353	20,052	(14,699)	60,146
<b>Total Expenses</b>	9,184	40,043	72,088	(32,045)	216,226
Total Assets		536,635			(46,205)
Total Liabilities		6,005			
Total Fund Balances		530,630	293,674	est yr end bal 120%	

The Board approved of the April 2019 financial statement and related documentation.

**Landscape Committee –**

- Review of March and April landscape report from Cozzolino.
- Phase 2 tree pruning completed by Advanced Tree Care (ATC). During pruning, it was found that one of the trees is dead and should be removed. The Board approved for ATC to remove a dead Oak tree behind 3416 Chris (cut to grade) at \$2,575. A City permit will need to be obtained for this removal.

- Weed abatement (brush clearance for fire protection) to be completed by Cozzolino Landscaping by the end of June.
- The Defensible Fire Space pruning project will be started by Loral Tree Service the first week of July and take approximately 2 weeks to complete.
- 1573 De Anza – The owners responded to the association’s request to refrain from dumping their personal landscape debris in the common area.
- First Equity confirmed that they will fix the broken/rusted hand rail at the Denali tennis court entrance.

**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>
4/26/19	1637 Sugarloaf	To replace 35 feet of fence at the rear of the property	Approval letter sent 5/24/19
5/4/19	1630 Sugarloaf	To repaint the home using Kelly Moore paint: Oyster for stucco and Oxford Brown for trim.	Approval letter sent 5/24/19
5/7/19	1665 Sugarloaf	To replace the front door with a Simpson Door 7404 with sidelight 7814. The door will be stained.	Approval letter sent 5/24/19
5/1/19	1945 Parkwood	To replace the front wood siding with Hardie board and repaint home in the current color scheme – G, with front door color #4-5.	Approval letter sent 5/24/19

- Courtesy letter sent to 1609 De Anza to remove trash bins from front yard view.
- Courtesy letter sent to 1637 Sugarloaf notifying the owner that the newly installed fence is too tall and needs to be reduced to match the fence height on both sides of the property.
- Homeowner at 1846 Parkwood notified to not park oversized vehicle (taco truck) on Parkwood Drive.
- Homeowner at 1654 Sugarloaf notified to not park their vehicle in the visitor parking.

2019 Exterior Annual Audit – completed by the committee in mid May. Bob Kiss will provide PML with report to prepare letters to owners as necessary.

**Public Safety** – Bob Kiss reported that the homeowners who showed interest at the 2019 Annual Meeting of Members are forming a traffic concern subcommittee, will meet in soon (June or July) with Bethany Lopez of San Mateo Public Works to discuss their concerns of the traffic on the public roads within the Sugarloaf community.

**Manager’s Report** – No report.

**UNFINISHED BUSINESS**

- a) **PML Contract renewal** – On a motion duly made by Zaven Khachadourian and seconded by William Riley, the management contract between PML and Sugarloaf for the next yearly cycle was approved.

**NEW BUSINESS**

- a) **Committee Memberships** – The Board discussed assigning new members to the Landscape and Architectural Control Committees. William Riley will join the Architecture committee. Zaven Khachadourian will join the Landscape committee.
- b) **Election Voting Process Discussion** – The Board expressed their concern with the apathetic response from many homeowners in submitting their completed ballots. After some discussion, the board agreed to research the possibility of hiring an outside company to serve as the Election Official, where that company would be responsible to walk the neighborhood and obtain ballots in a timely manner. It was noted that such an approach would require additional financial expenditures by the HOA, and the Board will explore the possibility of using special assessments to charge homeowners for this completely unnecessary expenditure.

**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 7:06pm.

Respectfully Submitted,

Attested by,

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

William Riley, Secretary  
Sugarloaf Homeowners Association