

**SUGARLOAF HOMEOWNERS ASSOCIATION**  
 Minutes of the Board of Directors Meeting  
 November 26, 2019

**CALL TO ORDER**

The open Board meeting, which was held at the Senior Center in San Mateo, was called to order at 5:36pm. Board members present were Zaven Khachadourian, Bob Kiss, William Riley, and Mitra Sadeghi. Deborah McGraw and Roberta Romer represented PML Management. Also present, Homeowner Robina Ramm.

**AGENDA & CALENDAR REVIEW**

The Board reviewed the Agenda and Calendar.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made by William Riley and seconded by Mitra Sadeghi, the October 14, 2019 Board of Directors Open Meeting and Executive Session Meeting minutes were unanimously approved as submitted.

**REPORTS**

**Treasurer** - The Board reviewed and approved the October 2019 financial report which is summarized below:

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	224	173,668	169,931	(3,737)	170,021
Total Maint. & Repairs	2,400	73,007	70,010	2,997	84,000
Total Utilities	1,779	13,773	16,540	(2,767)	19,840
Total Admin. Expenses	3,459	40,713	43,540	(2,827)	52,240
<b>Operating sub total</b>	7,637	127,493	130,090	(2,597)	
Total Reserve Expenses	(26,235)	38,243	50,130	(11,887)	60,146
<b>Total Expenses</b>	(18,598)	165,736	180,220	(14,484)	216,226
Total Assets		411,733			(46,205)
Total Liabilities		4,800			
Total Fund Balances		406,933	293,674	est yr end bal 120%	

**Landscape Committee –**

- Loral Landscaping was approved to remove one dead Alder tree in the common area behind 3401 Chris Lane at a cost of \$784. No city permit was necessary.
- A reimbursement check has been received from City of San Mateo Parks Department at \$1459.20 for reimbursement of weed abatement behind Sugarloaf homes on the city's property.
- A request has been sent to the San Mateo City Arborist requesting reimbursement for tree pruning during the Defensible Fire Space project behind Sugarloaf homes, on the city's property at a cost of \$1,658.

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

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<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
10/31/19	3516 Broadview	To install driveway and walkway paver stones	Email approval sent 11/3/19
10/16/19	3417 Westwood	To replace the rear bedroom balcony	Email approval sent 11/13/19
9/9/2019	1650 De Anza	To replace the front door	Email approval sent 10/15/19
10/17/19	3513 Broadview	To perform dry rot repairs, repaint home using Scheme E	Email approval sent 10/22/19
10/19/19	1949 Parkwood	To install solar panels and power wall units	Email approval sent 10/22/19
10/17/19	1937 Parkwood	To repaint the chimney and garage in the existing color scheme	Email approval sent 10/22/19

*2019 Exterior Annual Audit* – The owner at 3404 Cheryl was sent a letter to remove the dead Holly tree in their front yard.

**Public/neighbor Safety / Traffic Committee** – At the upper Parkwood “overlook area” past 1858, multiple dump trucks were being parked illegally overnight and for multiple days at a time. Homeowners complained due to this being illegal, plus the negative impact on driving visibility and road space, and some were also being repaired in the area and spilling oil and grease. Bob spoke with the San Mateo Police Dept, as did some homeowners, and the PD tagged the trucks, which were eventually removed. Bob asked the Department of Public Works to post “oversized vehicle parking not allowed” signage on Parkwood, and that request is under review.

**Manager’s Report** –

- Parkwood Soil Erosion Mitigation – Bob Kiss reported That the project behind 1917/1921 Parkwood continues. Just this morning, the tractor backfilled the last section of rebuilt soil compaction, and then the rain came in the afternoon. Still need to finalize additional items in the contract such as refoilage, drainage installation, repairs to access damage (fences), etc. The project is about 6 weeks behind the original schedule for various reasons. Bob noted that the soil repair work comes with a 2-year warrantee.
- All Fence has confirmed that the Denali tennis court railing will be replaced December 9-11, 2019.

**UNFINISHED BUSINESS**

- a) **2020 Budget Closeout Discussion** – The association’s approved budget information was emailed/mailed to HOA members on 11/22/19.
- b) **Annual Meeting Planning Discussion/Package Review** – Board discussion. Bob confirmed that Bethany Lopez from the San Mateo Department of Public Works will be attending the Annual meeting as a guest speaker to update us on the status with the Sugarloaf area Traffic Action Plan. Bob mentioned he will also attempt to get our area Police Department contact, Lieutenant Art Sanchez, to attend. There are three positions on the board that will be up for election – positions currently held by Zaven, Bob and Robina. It was mentioned that those who wish to run for one of those three Board positions must submit a personal “Bio” nomination form to PML by Dec 31 for inclusion in the Annual meeting package. PML was requested to send the

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nomination form to Zaven, Robina, and Bob. After some discussion, it was agreed that pizza will be provided at the Annual meeting, to be obtained by Zaven. Bob mentioned he will send out the revised draft Annual meeting package to Board members for their review. The package will be sent to HOA members the second week of January as the Annual meeting announcement.

**NEW BUSINESS**

- a) **Election Process Changes per SB323** – Bob Kiss spoke with Attorney Alex Noland regarding current Sugarloaf HOA election rules and changes needed to comply with the implications of the newly approved SB323. Alex has provided an updated draft of the revised election rules, which was provide to Board members in advance of this meeting for their review. The Board discussed the approach of the HOA renting a PO Box for receiving the completed / returned election ballots by the appointed election official. Task - Board members were instructed to identify qualified neighbors (HOA members) that would agree to act as the Election Official for the upcoming election (since PML cannot do so any longer due to the SB323 new law).
- b) **Review/Finalize Updated Election Rules** – On a motion duly made by Mitra Sadeghi and seconded by William Riley, the Board approved the Draft revised Election rules document as submitted. Additionally, the Board actioned PML to immediately send out the Draft Election rules to the membership for the 28-day review window required by the HOA Bylaws. Further, the Board requested that PML research the availability of PO boxes in the Sugarloaf area such that returned election ballots could be retrieved by the appointed Election Official.
- c) **Appointment of Board Member** – On a motion duly made by Zaven Khachadourian and seconded by William Riley, the Board appointed Robina Ramm to replace Victoria Butcher’s term, since Victoria recently stepped down from the Board. The term ends with the 2020 election of directors.
- d) **Insurance Renewal, 1/19/2020** – On a motion duly made by William Riley and seconded by Zaven Khachadourian, the Board approved the renewal with Bay Area Insurance effective 1/19/20.

**ADJOURNMENT**

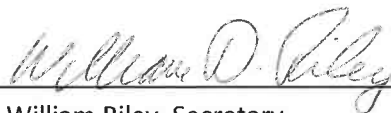
There being no further business before the Board, the Meeting was adjourned at 7:54pm. The next Open meeting of the membership will be the Annual meeting to be held January 23, 2019, at 6:00pm at the San Mateo Senior Center. The next Board meeting will take place immediately following the Annual members meeting.

Respectfully Submitted,



Roberta Romer, CACM  
PML Management Corporation

Attested by,



William Riley, Secretary  
Sugarloaf Homeowners Association