

SUGARLOAF HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 October 14, 2019

CALL TO ORDER

The meeting, which was held at the office of PML Management, located at 655 Mariners Island Blvd. #301, in San Mateo, was called to order at 6:10pm. Board members present were Zaven Khachadourian, Bob Kiss, and William Riley. Directors Mitra Sadeghi and Victoria Butcher were absent. Deborah McGraw represented PML Management.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. The next Board meeting was set for 11/26/19 at 5:30pm at the San Mateo Senior Center.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Zaven Khachadourian and seconded by William Riley, the 9/24/19 Board of Directors Open Meeting and Executive Session Meeting minutes were unanimously approved as submitted.

EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on 9/24/19 to discuss a reimbursement assessment.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	262	173,443	169,888	(3,555)	170,021
Total Maint. & Repairs	5,494	70,607	63,009	7,598	84,000
Total Utilities	2,067	11,995	14,886	(2,891)	19,840
Total Admin. Expenses	3,448	37,254	39,186	(1,932)	52,240
Operating sub total	11,010	119,856	117,081	2,775	
Total Reserve Expenses	32,629	64,478	45,117	19,361	60,146
Total Expenses	43,638	184,334	162,198	22,136	216,226
Total Assets		392,985			(46,205)
Total Liabilities		4,875			
Total Fund Balances		388,110	293,674	est yr end bal 120%	

Landscape Committee –

- Weed abatement city reimbursement – A reimbursement request for \$1,459.20 has been submitted to the City of San Mateo Parks Department.
- Defensible Fire Space project, Loral – The feedback from Fire Department inspector Melinda Martin has been provided to Mike Bergstrom of Loral Landscaping.
- The board reviewed the September 2019 landscape report from J. Cozzolino Landscape Services.
- The Board approved the estimate provided by Loral Landscaping for work on HOA common space to trim the Oak tree next to 3416 Chris Lane and remove deadwood from Oak next to 3421 Westwood.

- PML reported that the Oak tree removal permit for the tree behind 1521 Cherrywood in the association’s Open Space was approved and submitted to Loral for scheduling.
- Jim Cozzolino confirmed that the irrigation pipe at the driveway of 1408 has been disconnected from the association’s irrigation system.
- Behind 1613 Toyon, upon inspection by the Landscape Committee it was determined that the Yucca and Pampas grass are located on owner property and are therefore their maintenance responsibility.
- PML reported that Loral Landscaping is in the process of preparing documentation for permits to remove 3 total Oak trees behind 1479 and 1515 Cherrywood (in the association’s Open Space) and next to 3408 Allison.

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>
9/21/19	1412 De Anza	To install sprayed polyurethane foam roofing material on the upper and lower flat roofs	Approval email sent 9/25/19
9/26/19	1412 De Anza	To repaint the trim of the home in Kelly Moore Saddle Brown #200	Approval email sent 9/30/19
10/4/19	1642 Sugarloaf	To replace the driveway and two front walkways with paver stones.	Approval email sent 10/9/19
10/1/19	1573 De Anza	To paint the home in Kelly Moore Navajo White for the stucco, Kelly Moore El Dorado Tan for the trim, and Kelly Moore San Pebble for the wood siding.	Approval email sent 10/9/19

2019 Exterior Annual Audit – The owner of 3508 Broadview advised that they intend to comply with the requirements of the audit letter by the end of the month.

Public Safety / Traffic Committee – Bob Kiss reported that the Department of Public Works is currently working on completing a Traffic Action Plan (TAP) for the Sugarloaf neighborhood which may be available by the end of 2019.

Manager’s Report –

- An owner submitted concern for a vehicle owned by a Sugarloaf resident parked in a Sugarloaf Drive visitor parking lot “most nights and all weekend most weekends.” Bob Kiss will follow up with the reporting owner and the vehicle owner.
- Parkwood Soil Erosion Mitigation – Bob to report (see below).
- On a motion duly made by William Riley and seconded by Zaven Khachadourian, the Board unanimously approved of the proposal provided by First Equity (Denali HOA property manager) from All Fence to replace the hand rails leading to the Denali tennis courts which are badly rusted. Per agreement, Sugarloaf will share the cost equally with Denali.

Bob Kiss reported that the sidewalk along De Anza next to 3401 Douglas has been temporarily patched by the City of San Mateo to eliminate a trip hazard. The 3401 Douglas homeowner contacted her own contractors to obtain a cost for the sidewalk concrete to be replaced. The owner’s arborist advised her that a tree has contributed to the cracked sidewalk. Based on the history of this area along De Anza and some confusion over who planted the tree, the owner requested the association to share in the cost of

the sidewalk replacement and tree removal. After some discussion, a motion was made by William Riley to share in 50% of the cost for the repairs, for safety reasons. Zaven Khachadourian seconded the motion, which was unanimously approved.

UNFINISHED BUSINESS

- a) **Draft 2020 Budget for Review & Approval** – William Riley made a motion to approve of the 2020 budget with no increase in the association’s annual dues, keeping them at \$750 per home per year. Zaven Khachadourian seconded the motion which was unanimously approved.
- b) **Election Voting Process Discussion** – The Board discussed the implications of SB323 which was recently passed by Governor Newsom. After some discussion, the board agreed to ask attorney Alex Noland for a quote to revise the association’s Election Rules now and provide an assessment of whether the association’s Bylaws also require revisions at this time as a result of SB323.

NEW BUSINESS

- a) **Appointment of PML as Election Official** – Zaven Khachadourian made a motion to appoint PML Management as the Election Official for the 2020 Annual Election of Directors, the process for which has begun already per the election rules and the associated notifications to HOA members that have already occurred. William Riley seconded the motion, which was unanimously approved.
- b) **Annual Meeting Guest Speaker Discussion** – Bob Kiss agreed to research possible guest speakers for the 2020 Annual meeting of members.
- c) **Resignation of Board Member** – The Board discussed the recent resignation from director Victoria Butcher whose term expires at the 2020 election. After some discussion, Bob Kiss offered to ask Robina Ramm if she would accept the appointment to serve the remainder of Ms. Butcher’s term.

NEW BUSINESS

None

ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned at 7:54pm.

Respectfully Submitted,

Attested by,

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

William Riley, Secretary
Sugarloaf Homeowners Association