

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

September 24, 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 5:39pm. Board members present were Zaven Khachadourian, Bob Kiss, William Riley, and Mitra Sadeghi. Victoria Butcher was absent, and Deborah McGraw represented PML Management.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. The next Board meeting was set for 10/14/19 at 6:00pm at the San Mateo Senior Center, if available.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Mitra Sadeghi and seconded by Zaven Khachadourian, the Minutes of the 8/27/19 Board of Directors meeting were unanimously approved as submitted.

REPORTS

Treasurer - The Board reviewed a summary of the August 2019 financial statement as summarized below:

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	310	173,182	169,845	(3,337)	170,021
Total Maint. & Repairs	9,145	65,113	56,008	9,105	84,000
Total Utilities	1,784	9,928	13,232	(3,304)	19,840
Total Admin. Expenses	4,159	33,806	34,832	(1,026)	52,240
Operating sub total	15,088	108,846	104,072	4,774	
Total Reserve Expenses	26,496	31,849	40,104	(8,255)	60,146
Total Expenses	41,584	140,696	144,176	(3,480)	216,226
Total Assets		436,562			(46,205)
Total Liabilities		5,075			
Total Fund Balances		431,487	293,674	est yr end bal 120%	

On a motion duly made by Zaven Khachadourian and seconded by Mitra Sadeghi, the board unanimously approved for CPA Thielen & Associates to perform the association's 2019 financial review and tax preparation.

Landscape Committee –

- 1657 Sugarloaf – Zaven will meet with the owner to review a dead tree in their backyard.
- 1613 Toyon – An owner expressed concern regarding large Yucca plant and pampas grass next to their back deck. The Landscape committee will meet with the owner to determine if the plants are on HOA or owner property.
- DFS project, Loral – PML will follow up with Loral regarding the comments from fire inspector Melinda Martin. Upon completion, a reimbursement request will be sent to the city for their portion of the project costs.
- Weed abatement city reimbursement – Pending submittal of reimbursement request letter to the city.
- Denali HOA – First Equity will send out San Mateo Lock to repair the gate lock, and a bid from All Fence for the railing replacement/repairs will be submitted to the board for review.
- 1479/1515 Cherrywood HOA common space tree pruning/removals – Loral Est 2019-0939 approved by the Landscape Committee and submitted to Loral for completion. A city permit will be requested for the three (3) dead Oak tree removals.
- Side of 3408 Allison in HOA common space – Loral Est. 2019-0964 to remove one (1) dead Oak on the side of the property was approved by the Landscape Committee. Permit docs have been requested from Loral.
- 3416 Chris in HOA common space – The dead Oak tree has been removed by Advanced Tree Care with a city permit.

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>
8/21/19	1653 Sugarloaf	To repaint the home in color scheme A	Approval letter sent 9/19/19
9/13/19	3516 Broadview	To replace exterior fence and gate, deck, add pavers in backyard and create an enclosure for trash/recycling bins.	Approval letter sent 9/19/19
9/10/19	3405 Douglas	To repaint the home in color scheme F	Approval letter sent 9/19/19
9/18/19	1408 De Anza	To replace windows (completed without prior approval)	Approval letter sent 9/23/19
9/20/19	1920 Parkwood	To replace the garage door and paint to match trim color, and repair/replace the gutters to match existing.	Approval letter sent 9/24/19

2019 Exterior Annual Audit – Final exterior audit letters were sent to owners on 8/27/19.

Public Safety – Bob Kiss reported that the association’s website has been updated to provide information from the Traffic Safety Committee and includes a link to the San Mateo City Traffic Forums and Traffic Action Plans web page. The board reviewed comments from owners about their concerns on Parkwood and De Anza for the Traffic Safety Committee.

Manager’s Report –

- Parkwood Soil Erosion Mitigation – Bob Kiss reported that the permit has been approved by the city and the project field work started on 9/16/19 behind 1917 and 1921 Parkwood Drive.
- After review of the “Homeowners Guide to Maintenance” from Alan Kropp & Associates, the board agreed to add the information to the association’s website.

UNFINISHED BUSINESS

- a) Draft 2020 Budget for Review – PML was requested to modify the draft budget according to discussion and provide a revised copy at the next meeting.
- b) Committee memberships & Chairs – Zaven Khachadourian agreed to be the chairman of the Landscape Committee.
- c) Election Voting Process Discussion – The board reviewed information provided by attorney Alex Noland with his suggestions for encouraging owners to participate in the association’s annual election process. After review, the board asked PML to contact Alex Noland for his cost to prepare the documentation for membership voting on an amendment to modify the quorum requirements for the annual elections (director positions, tax resolution).

NEW BUSINESS

None

ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned into Executive Session to discuss a legal issue at 7:51pm.

Respectfully Submitted,

Attested by,

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

William Riley, Secretary
Sugarloaf Homeowners Association