

SUGARLOAF HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 January 23, 2020

CALL TO ORDER

The open Board meeting following the Annual meeting, held at the Senior Center in San Mateo, was called to order at 7:33pm. Board members present were Zaven Khachadourian, Bob Kiss, William Riley, Robina Ramm and Mitra Sadeghi. Roberta Romer represented PML Management.

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 Zaven Khachadourian, the November 26, 2019 Board of Directors Open Meeting minutes were unanimously approved as submitted.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	234	174,105	170,021	(4,084)	170,021
Total Maint. & Repairs	7,430	91,376	84,000	7,376	84,000
Total Utilities	1,188	16,474	19,840	(3,366)	19,840
Total Admin. Expenses	8,314	52,652	52,240	412	52,240
Operating sub total	16,932	160,502	156,080	4,422	
Total Reserve Expenses	(26,067)	96,876	60,146	36,730	60,146
Total Expenses	(9,135)	257,378	216,226	41,152	216,226
Total Assets		348,028			(46,205)
Total Liabilities		32,300			
Total Fund Balances		315,728	293,674	est yr end bal 120%	

Landscape Committee –

- A request has been sent to the San Mateo City Arborist requesting reimbursement for tree pruning during the Defensible Fire Space large tree project behind Sugarloaf homes, on the city's property at a cost of \$1,658. – PML following up to confirm status of the reimbursement.
- Loral Proposal \$2,768 - Scope is to remove large logs on the hillside between Chris and Cherrywood fence line below Chris. Logs were left after work based on Cal fire allowance. The HOA will not bare this expense. The concerned homeowners can pay if they want this work done.

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

Date Received	Address	Description of Work	Status
1/10/2020	1553 De Anza Blvd.	Window replacement	In committee review process
12/15/19	1925 Parkwood Drive	Replace front door and painted Colonial Blue per HOA color list	Approved 12/16/2019

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12/12/19	1636 Toyon Ct	Repairs/Windows and skylights, paint touch up	Approved 1/6/2020
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Public/neighbor Safety / Traffic Committee – At the annual meeting held just before this open meeting, guest speakers Bethany Lopez, Senior Engineer with the San Mateo Department of Public Works discussed the status of the neighborhood Traffic Action Plan (TAP), and Lieutenant Art Sanchez, of the San Mateo Police Dept came to discuss neighborhood awareness, security and numbers to call in the event of suspicious activity or emergency.

Manager's Report –

- Parkwood Soil Erosion Mitigation – The soil remediation work is completed, but there is still activity remaining before the permit can be closed. Bob waiting for detailed accounting of costs from the contractor.
- All Fence has confirmed that the Denali tennis court railing replacement has been completed, and the HOA has made payment on their 50% committed expense.

UNFINISHED BUSINESS

- a. Annual Meeting: Wrap-up Thoughts – the homeowner attendance was within the range typically observed, with a few brand new owners present who were welcomed by the Board.
- b. Update Election Rules Closeout – the updated Election Rules were adopted on Dec 30, 2019. They are posted on the HOA website.

NEW BUSINESS

- c. Appoint 2020 Election Officials – The following individuals have agreed to perform as Election Officials if the Board should ask them.
 - a. Laure McElligott
 - b. Annie Powers
 - c. Vladimir Sadilek
 - d. Peter Sommers (if really needed)

On a motion duly made by Mitra Sadeghi and seconded by Zaven Khachadourian, the Board unanimously approved the 2020 Election officials as Laure (a), Annie (b), and Vladimir (c), with Peter (d) as an alternate, if needed.

- d. Finalize 2020 Election/Ballot Packet – Given that there were no nominations from the floor during the Annual Meeting, the drafted Election/Ballot Packet is ready for starting the election process. PML was actioned to send the packet to all HOA members.

ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned at 8:17pm. The next Open meeting of the membership will be held March 23, 2020, 6:00pm, at the San Mateo Senior Center. If a quorum of ballots has been received, the ballots would be counted at that meeting.

Respectfully Submitted,

Attested by,

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Roberta Romer, CACM
PML Management Corporation

William Riley, Secretary
Sugarloaf Homeowners Association