

SUGARLOAF HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 November 24, 2020

CALL TO ORDER

The November 24, 2020, open Board meeting, held via Zoom, was called to order at 5:32 PM. Board members present were Bob Kiss, Robina Ramm, Mitra Sadeghi, Zaven Khachadourian and William Riley. Joseph D'Agostino represented PML Management.

OPEN FORUM

- No Homeowners were present for open forum.

AGENDA/CALENDAR REVIEW

The Board reviewed the meeting dates for the 2021 fiscal year. Noted that there would be no meeting in December, unless an issue arises warranting it. It was also noted that the Annual Meeting of the Members would be held on January 26, 2021.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the October 27, 2020, Board of Directors Open Meeting minutes were unanimously approved as submitted.

REPORTS

Financial Statement Review - The Board reviewed the October 31, 2020 financial statement:

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	185	172,274	171,351	923	170,021
Total Maint. & Repairs	12,820	44,237	71,050	(26,813)	85,250
Total Utilities	1,840	16,931	13,740	3,191	16,480
Total Admin. Expenses	3,033	38,305	43,020	(4,715)	51,620
Operating sub total	17,693	99,473	127,810	(28,337)	
Total Reserve Expenses	(44,011)	6,070	47,480	(41,410)	56,971
Total Expenses	(26,318)	105,543	175,290	(69,747)	210,321
Total Assets		389,054			(40,300)
Total Liabilities		7,541			
Total Fund Balances		381,514	293,674	est yr end bal 120%	

It was noted that the Association's October 31, 2020 financial was adopted as submitted.

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Landscape Committee –

- 3520 Broadview Regarding dead tree removal. It was noted that Cozzolino went out to remove this dead tree but could not find it at that location. The committee will look into this matter and report back.
- Loral Landscape has prepared a proposal to perform some tree work behind 1491 Cherrywood on property owned by the HOA. Cost is \$7,320.00. On a motion duly made and seconded and passed by unanimous vote, the Board approved this proposal. PML was instructed to inform Loral.

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>
09/19/20	1525 De Anza Blvd.	Replacement of Windows	Approved 10/28/20
10/26/20	3401 Chris Lane	Fence Replacement	Approved 11/18/2020

It was noted that the exterior audit letters sent that had a 90-day requirement for remediation will be due on Dec 7.

Public Safety / Traffic Safety Committee –

- It was noted that some of the Traffic Action Plan work items were implemented by the City back in October, including the lane striping on the curved hill section of Parkwood and the additional crosswalks at the corner of Parkwood and De Anza.
- The Board followed up on the installation of speed cushions on De Anza but have not heard back from the Public Works department yet with any specific next steps.
- It was also noted that the deer are very active this time of the year and many have been seen crossing the streets at Sugarloaf.

Manager's Report –

- It was requested that PML start using the action list that was being used previously.

UNFINISHED BUSINESS

2021 Draft Budget – The Board reviewed the updated draft of the 2021 budget. The following items were discussed:

Monitoring and inspection of the repaired soil erosion on Parkwood, add \$3,750. Cost would be split between the two homeowners and the Association.

Hiring a firm to review the drainage from homes on the hillsides, add \$5,000 to the budget.

It was requested that PML go out to bid on the slurry seal of the streets.

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On a motion duly made and seconded and passed by unanimous vote, the Board approved the 2021 budget with no increase in the annual assessment (\$750 per unit per year).

NEW BUSINESS

- a. Annual Meeting – Meeting will be held on January 26, 2021. Two Board positions are up for election. Possibility of having a guest speaker at the annual meeting was discussed.
- b. Rental List – The Board reviewed the current list of rental units in Sugarloaf. It was reported that new Civil Code is to be adopted by California in Jan 2021 that would restrict the limit on rental units in homeowners associations to a maximum of 25% (cannot restrict to less than 25% of the total units). The Board requested that PML send this new Civil Code to them for review.

CORRESPONDENCE REVIEW

The Board reviewed a request from a homeowner for the Board to consider installing owl boxes in common area to assist in the control of rodents. After discussion, the Board decided to take no action at this time. Some of the considerations included cost to install and cost to maintain, and potential liability if an increased presence of owls led to attacks on domestic animals such as small dogs or cats. It was also noted that there are already owls nesting around the Sugarloaf area, and unclear if an increase in owls was needed.

ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned at 6:45pm. The next Open Board meeting of the membership will be held on January 26, 2021, after the Annual Meeting, and will be held via Zoom.

Respectfully Submitted,

Attested by,

Joseph D'Agostino, CACM
PML Management Corporation

William Riley, Secretary
Sugarloaf