

SUGARLOAF HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 October 27, 2020

CALL TO ORDER

The October 27, 2020, open Board meeting, held via Zoom, was called to order at 5:40 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.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the September 8, 2020, Board of Directors Open Meeting minutes and Executive Session Minutes were unanimously approved as submitted.

REPORTS

Financial Statement Review - The Board reviewed the September 30, 2020 financial statement:

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	186	172,089	171,166	923	170,021
Total Maint. & Repairs	2,400	31,417	63,945	(32,528)	85,250
Total Utilities	2,345	15,091	12,366	2,725	16,480
Total Admin. Expenses	3,037	35,272	38,718	(3,446)	51,620
Operating sub total	7,782	81,780	115,029	(33,249)	
Total Reserve Expenses	(7,723)	50,081	42,732	7,349	56,971
Total Expenses	59	131,861	157,761	(25,900)	210,321
Total Assets		358,968			(40,300)
Total Liabilities		3,958			
Total Fund Balances		355,011	293,674	est yr end bal 120%	

It was noted that the Association should get money back from the San Mateo Seniors Center since the Association has not used this as a meeting place this year since January.

Landscape Committee –

- Email from resident at 3520 Broadview regarding defensible space, specifically the area between the homes and Highway 92. It was noted that this area was inspected and approved by the Fire Marshal in July after the annual brush clearing. It was noted that a dead tree identified in the area should be removed. Board President Bob Kiss stated he would prepare a response to this homeowner regarding their concerns.
- The Board reviewed a proposal from Loral Tree Care to remove a Poplar tree and cut the roots in the HOA common space behind 3512 Broadview. Total cost \$900.00. On a

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motion duly made and seconded and passed by unanimous vote, the Board approved this proposal.

- It was noted that the Landscape Committee is looking into cleaning up tree debris that is in Association common area located behind 1479 Cherrywood Drive. Access is difficult but the committee is working on gaining access via one of the homes on Cherrywood. The Committee will send an update on this matter as the project progresses.

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>
10/11/2020e	1625 Toyon Court	Fence Replacement	Approved 10/18/2020
10/3/2020	1621 Toyon Court	Garage Door Replacement	Approved 10/18/2020
09/22/2020	1666 De Anza Blvd.	Exterior Painting	Approved 09/24/2020
09/11/2020	1673 Toyon Court	Installation of and AC Unit	Approved 09/14/2020

Public Safety / Traffic Safety Committee –

- It was noted that rattlesnakes are still active at this time of the year. One was spotted in the on Toyon Court in September in addition to the one that was removed from Broadview Ct in August. . It was noted that the Fire and Police departments will not assist in this type of removal and that homeowners need to contact and independent contractor, such as 1-800-got-snakes.
- It was reported that the Department of Public Works completed during the second week of October some of the project items from the Sugarloaf Traffic Action Plan (TAP). This included a new sign stating “stop ahead” installed on Parkwood Drive on the approach to De Anza Blvd from the north side. There was also striping done on Parkwood between the tennis courts and Toyon Ct that is intended to both reduce speed as well as keep downhill cars from getting too close to driveways on the hill. The speed control measures proposed in the TAP for De Anza Blvd are still undergoing review by Public works. Originally, DPW was considering speed cushions, but there was opposition to that from some Parkwood residents on the north side of De Anza, who saw the cushions as potentially increasing cut-through traffic on Parkwood. So, DPW is currently considering options.

Manager’s Report –

- No report other than items under new business

UNFINISHED BUSINESS

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

Large tree care, add \$25,000.

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 inspect the drainage from homes on the hillsides, add \$5,000 to the budget.

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It was noted that work on the private lanes (Broadview Ct., Sugarloaf Dr., and the lanes off De Anza) is in the reserve budget plan for 2021 based on the useful lifetime estimate. It would be appropriate to have an opinion provided by a pavement contractor as to whether this work is needed at this time.

NEW BUSINESS

Rental List – It was noted that part of the report that PML provided was missing, so the Board could not review the list. It was requested that PML provide a corrected list for review by the Board. The list will be reviewed at each Board meeting so that the current number of rental properties will be compared against the limit on rental properties as stated in the 2019 CC&Rs revision. This approach will give full transparency to whether rentals by non-grandfathered homeowners are allowed. At the current time, the number of existing rentals clearly exceeds that limit (23). Accordingly, no rentals are allowed by non-grandfathered homeowners.

Maintenance Items – It was reported that the barrier located at the end of Leafwood Court has been repaired by PML Maintenance.

- Appointment of Nominating Committee and Election Officials – After discussion, the Nominating Committee for the 2021 election was determined to be Robina Ramm, Zaven Khachadourina, and Bob Kiss. On a motion duly made and seconded and passed by unanimous vote, the Board approved the appointment of HOA members Ann Powers, Laure McElligott, and Vladimir Sadilek as the Election Officials for the 2021 election.

CORRESPONDENCE REVIEW

The Board reviewed a letter from 3408 Leafwood regarding the exterior painting of their home as identified during the recent exterior audit. The Committee noted they did discuss this letter with the homeowner and have given them until August of 2021 to complete the exterior painting of their home.

ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned at 7:15pm. The next Open meeting of the membership will be held November 24, 2020, 5:00pm, and will be held via Zoom.

Respectfully Submitted,

Attested by,

Joseph D'Agostino, CACM
PML Management Corporation

William Riley, Secretary
Sugarloaf