

SUGARLOAF HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 September 8, 2020

CALL TO ORDER

The September 8, 2020 open Board meeting, held via Zoom, was called to order at 5:33 PM. Board members present were Bob Kiss, Robina Ramm, Mitra Sadeghi, Zaven Khachadourian and William Riley.

Joseph D'Agostino represented PML Management.

OPEN FORUM

- Sidewalk responsibility. It was noted that repairs to the sidewalks in front of homes is the responsibility of the homeowner.

No HOA members brought any topics to the Open Forum.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the August 9, 2020, Board of Directors Open Meeting minutes were unanimously approved as submitted.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	289	171,666	170,796	171,721	170,021
Total Maint. & Repairs	3,752	26,479	49,735	(23,256)	85,250
Total Utilities	2,258	10,688	9,618	1,070	16,480
Total Admin. Expenses	3,062	29,022	30,114	(1,092)	51,620
Operating sub total	9,072	66,188	89,467	(23,279)	
Total Reserve Expenses	2,543	31,425	33,236	(1,811)	56,971
Total Expenses	11,615	97,613	122,703	(25,090)	210,321
Total Assets		394,943			(40,300)
Total Liabilities		6,108			
Total Fund Balances		388,836	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 –

- It was noted that Loral has completed the tree work in the various common spaces as part of fire safety work.
- The annual Brush clean-up (defensible fire space) was completed in early June.

SUGARLOAF HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 September 8, 2020

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>
8/20/2020	3500 Broadview Court	Exterior Painting – Color Scheme H	Approved 8/24/2020
8/19/2020	1646 Sugarloaf Drive	Installation of pavers in the backyard and stucco paver retaining wall. Replace Concrete on the side of the home.	Approved 8/22/2020
8/12/2020	3416 Leafwood	Roofing Replacement	Approved 8/24/2020

Annual exterior audit violation letters (32) were sent out in early September.

Public Safety / Traffic Safety Committee –

- A rattlesnake was removed from Broadview Court by 1-800-got-snakes.
- There has been no additional progress on the Traffic Action Plan by the Public Works Department. The Traffic Safety Committee is in continued conversation with DPW about the topic. For example, the next steps regarding speed cushions on De Anza or any installation of a speed monitoring system.
- The tennis courts were re-opened in early summer but then closed by Denali based on the COVID-19 pandemic. However, at this point in time, San Mateo County health orders do not prevent tennis courts from operating. Bob reported that multiple Sugarloaf HOA members have contacted the Denali property manager (First Equity) to ask why the courts are closed. Bob reported he has also been in direct contact with First Equity, who has been giving mixed signals about the reasons for the continuing court closure. Given that many tennis courts within the city and at other HOAs and complexes are open for play, it was requested that PML reach out to First Equity and find out about getting the tennis courts opened again. Joe mentioned that he has interacted with First Equity in the past and may be able to help here.

Manager’s Report –

- Appointment of Officers – On a motion duly made and seconded and passed by unanimous vote, the following officers were appointed to the Board.
 President, Bob Kiss
 Vice President, Mitra Sadeghi
 Treasurer, Zaven Khachadourian
 Secretary, William Riley
 Member, Robina Ramm
- 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

SUGARLOAF HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
September 8, 2020

- 9.1 2021 Draft Budget – The Board reviewed the first draft of the 2021 budget. It was agreed that painting of the street numbers on curbs should be added to the budget for 2021, and cost is estimated for budgetary purposes to be around \$3,000. PML requested to research provider options and costs. PML was asked to identify how and where the HOA can reflect the slope erosion fund in the reserve budget given that the recent slope erosion project has significantly depleted the stated funds during 2020. Also, there may be an interest to perform an inspection in 2021 of this recently repaired area after the rainy season to confirm a healthy status. PML was requested to send a copy of the current budget draft to Board members for review by early October.
- 9.2 Manager Change – It was reported that PML has changed the manager assignment for Sugarloaf from Roberta Romer to Joseph D'Agostino. The Board agreed to this change.
- 9.3 2020 Annual Review and Tax Preparation – Thielen and Associates has submitted a proposal to perform the 2020 financial review and prepare the 2020 tax returns. Total cost is \$1,770.00. On a motion duly made and passed by unanimous vote, the Board approved this proposal.
- 9.4 Proposal to Repair Vehicle Barrier on Leafwood Court – PML Maintenance has put together a proposal to repair and add additional support to the barrier for the cost of \$2,905.77, labor and material. On a motion duly made and seconded and passed by unanimous vote, the Board approved this proposal.

ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned at 7:10pm. The next Open meeting of the membership will be held October 27, 2020, 5:00pm, and will be held via Zoom.

Respectfully Submitted,

Attested by,

Joseph D'Agostino, CACM
PML Management Corporation

William Riley, Secretary
Sugarloaf