

SUGARLOAF HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 April 27, 2021

CALL TO ORDER

The April 27, 2021, open Board meeting, held via Zoom, was called to order at 5:30 PM. Board members present were Bob Kiss, Robina Ramm, Mitra Sadeghi, Zaven Khachadourian and Ann Powers. Joseph D'Agostino represented PML Management.

OPEN FORUM

- It was requested that PML set up a meeting to go over financials and the budget with Board Treasurer, Robina Ramm.

AGENDA/CALENDAR REVIEW

The Board reviewed the annual calendar.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the March 23, 2021, Board of Directors Open Meeting minutes were unanimously approved as submitted.

REPORTS

Financial Statement Review - The Board reviewed the March 31, 2021 financial statement:

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	290	170,100	170,050	50	170,021
Total Maint. & Repairs	11,390	16,190	19,602	(3,412)	85,250
Total Utilities	1,329	3,659	5,259	(1,600)	16,480
Total Admin. Expenses	4,348	12,886	12,009	877	51,620
Operating sub total	17,068	32,735	36,870	(4,135)	
Total Reserve Expenses	1,130	1,130	14,049	(12,919)	56,971
Total Expenses	18,198	33,865	50,919	(17,054)	210,321
Total Assets		509,820			(40,300)
Total Liabilities		8,760			
Total Fund Balances		501,060	287,680	est yr end bal 87%	

It was noted that the Association's February 28, 2021, financial report was adopted as submitted.

Landscape Committee –

- Cozzolino accepted proposal to install new plants for \$250.00 on Parkwood as part of hillside construction repair. It was reported this work has already been completed.
- PML was requested to confirm that the Parkwood soil erosion inspection proposal has been approved and sent back to Kropp & Associates.

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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>
04/19/2021	3532 Broadview	Fence Replacement	Approved 04/21/2021
04/12/2021	3409 Allison Court	Garage Door Replacement	Approved 04/20/2021
03/17/2021	1420 De Anza Blvd.	Replace Roof and Add Solar Panels	Approved 03/30/2021
04/21/2021	1549 De Anza Blvd.	Replace Roof	Approved 04/26/2021
04/14/2021	1505 De Anza Blvd.	Repaint Exterior of Home in Scheme E	Approved 04/26/2021

It was noted that the annual exterior audit will be done on Saturday 5/22/2021

Public Safety / Traffic Safety Committee –

- No Report

Manager's Report –

- No Report

UNFINISHED BUSINESS

- PML Performance Feedback – The Board reported they are still working on putting together feedback for PML.
- CC&R's Rental Amendment/San Mateo ADU Order – It was noted that the President and Secretary will need to sign this amendment, have their signatures notarized, and then it will need to be filed with the County of San Mateo. Board Members Robina Ramm and Zaven Khachadourian offered to file with the County once the document is signed and notarized.
- Discussion also took place on the recent San Mateo Accessory Dwelling Unit (ADU) order and what effect this may have on Sugarloaf. It was agreed that a note could be sent to the San Mateo City Council voicing the Association's concerns. More research on the topic is needed before the Board can form a position.

NEW BUSINESS

- a. Board to Elect Officer Positions – The Board elected the following members to officer positions on the Board.
 President, Bob Kiss
 Vice President, Mitra Sadeghi
 Secretary, Zaven Khachadourian
 Treasurer, Robina Ramm
 Member at Large, Ann Powers

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- b. PML Contract Renewal Topic – It was noted that the fee schedule will remain the same for the 2021 fiscal year. On a motion duly made and seconded and passed by unanimous vote, the Board approved to renew PML Management’s Contract. PML was actioned to send the new contract for electronic signature to the Board president.

- c. San Mateo United Homeowners Association (SMUHA) – It was reported that the deadline for submission to SMUHA of Sugarloaf’s annual home maintenance recognition awardee is 5/31/2021. When the Committee does its annual walkthrough of the property on May 22nd they will identify nominees to be submitted to the Board for consideration.

CORRESPONDENCE REVIEW

Letter requesting reimbursement of \$985 for landscape work that was paid by the Association.

ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned at 6:45pm. The next Open meeting of the membership will be held on May 25, 2021, 5:30pm, and will be held via Zoom.

Respectfully Submitted,

Attested by,

Joseph D'Agostino, CACM
PML Management Corporation

Zaven Khachadourian, Secretary
Sugarloaf HOA