

**SUGARLOAF HOMEOWNERS ASSOCIATION**  
 Minutes of the Board of Directors Meeting  
 January 26, 2021

**CALL TO ORDER**

The January 26, 2021, open Board meeting, held via Zoom, was called to order at 8:00 PM. Board members present were Bob Kiss, Robina Ramm, Mitra Sadeghi, Zaven Khachadourian and William Riley. Joseph D'Agostino represented PML Management.

**OPEN FORUM**

- The matter of a homeowner requesting to install a Tesla solar roof was discussed, with the homeowner present. It was noted that these roofs are class B fire rated and are black like solar panels. The Board discussed this is not a typical type of roof that is present in the Sugarloaf development, and they need to look into it a little further as well as how different the roof will look as compared to the other attached homes. It was noted that the Board will review and get back to the owner with a decision.

**AGENDA/CALENDAR REVIEW**

The Board reviewed the meeting dates for the 2021 fiscal year. It was noted that the next meeting will likely be in March 2021 coincident with the intended completion of the annual election process.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made and seconded, the November 24, 2020, Board of Directors Open Meeting minutes were unanimously approved as submitted.

**REPORTS**

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	135.98	172,544	171,721	823.00	170,021
Total Maint. & Repairs	4075	51,611	85,250	33,638	85,250
Total Utilities	533	19,391	16,480	(2,911)	16,480
Total Admin. Expenses	3,588	45,429	51,620	6,191	51,620
<b>Operating sub total</b>	8,196	116,431	153,350	36,918	
Total Reserve Expenses	0.00	6,070	56,971	50,901	56,971
<b>Total Expenses</b>	8,196	122,501	210,321	87,819	210,321
Total Assets		407,117			(40,300)
Total Liabilities		42,292			

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Total Fund Balances		364,825	293,674	Est yr. end Bal 120%
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It was noted that the Association’s December 31, 2021 financial was adopted as submitted. It was requested that PML send over some renewal rates for the CD at Boston Private Bank for the Board to review and consider. If the Board takes no action, the CD will renew automatically.

***Landscape Committee –***

- Fallen tree on Broadview, discussion took place on whether this tree is on Sugarloaf or City property. It was decided that the Board would take a look at a map to determine who owns this tree.
- Cherrywood wood debris cleanup was discussed, and it was requested that PML find out when Loral will be performing this work.

***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>
01/03/2021	1420 De Anza Blvd.	Replacement of Windows and Siding	Approved 01/13/2021.
12/15/2020	1553 De Anza Blvd.	Fence Replacement	Approved 12/25/2020
11/21/2020	1416 De Anza Blvd.	Installation of new Hardie siding	Approved 12/10/2020

***Public Safety / Traffic Safety Committee –***

- This matter was discussed at the Annual Meeting with the San Mateo public works representative who was in attendance. The Board noted their interest in progress on the De Anza traffic speed concern and having the Laurelwood neighborhood engaged by DPW to provide their input so that mitigations can be identified.

***Manager’s Report –***

- No Report

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

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- a. Insurance Renewal – The Board reviewed the insurance renewal quote and, on a motion, duly made and seconded and passed by unanimous vote, approved the renewal as submitted.
- b. Ballots – On a motion duly made and seconded and passed by unanimous vote, the Board approved sending out the ballots and scheduling to open the ballots at the March open Board Meeting (pending a quorum of returned ballots).
- c. Updating the CC&R's – It was discussed asking Attorney Alex Noland to update the CC&R's to be in compliance with the new Civil Codes regarding rental restrictions. On a motion duly made and seconded and passed by unanimous vote, the Board approved an expense of not to exceed \$760.00 for this to be done.

**CORRESPONDENCE REVIEW**

None at this time.

**ADJOURNMENT**

There being no further business before the Board, the Meeting was adjourned at 9:15pm. The next Open meeting of the membership will be held on March 23, 2021, 5:30pm, and will be held via Zoom.

Respectfully Submitted,

Attested by,

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Joseph D'Agostino, CACM  
PML Management Corporation

William Riley, Secretary  
Sugarloaf HOA