

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

CALL TO ORDER

The July 27, 2021, open Board meeting, held via Zoom, was called to order at 5:33 PM. Board members present were Bob Kiss, Robina Ramm, and Zaven Khachadourian. Board Members Ann Powers and Mitra Sadeghi were absent. Joseph D'Agostino represented PML Management.

OPEN FORUM

- No items discussed at Open Forum.

AGENDA/CALENDAR REVIEW

The Board reviewed the annual calendar. It was confirmed that the next Board Meeting will be held on August 24, 2021, at 5:30pm

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the June 22, 2021, Board of Directors Open Meeting minutes were unanimously approved as submitted.

REPORTS

Financial Statement Review - The Board reviewed the June 30, 2021, financial statement:

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	212	170,938	170,559	379	171,691
Total Maint. & Repairs	2,445	23,888	39,204	(15,316)	78,410
Total Utilities	3,569	12,243	10,518	1,725	21,030
Total Admin. Expenses	3,713	26,877	24,018	2,859	48,040
Operating sub total	9,726	63,008	73,740	(10,732)	
Total Reserve Expenses	0	1,130	28,098	(26,968)	56,190
Total Expenses	9,726	64,138	101,838	(37,700)	203,670
Total Assets		481,416			(31,979)
Total Liabilities		10,310			
Total Fund Balances		471,106	287,680	87% Est yr. end Bal	

Board Treasurer, Robina Ramm reported that the Association was on budget for the year. It was noted that discussion on CDARS (Certificate of Deposit Account Registry Service), would be tabled until all Board Members are available to provide input.

Landscape Committee –

- It was reported that the large tree trimming project is scheduled to start on August 30, 2021.
- The landscape committee reported that some of the Board Members met with the Fire Department to review the fire break weed whacking work. There is one area from the work scope that still needs some further work now, and the inspector noted a few other areas where remediation was

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

necessary in the future. But, overall, the inspector was pleased with the work completed and the overall condition of the open spaces in the fire break areas. We are awaiting an approval letter from the Fire Department.

- It was requested that PML review the records to determine what percentage San Mateo reimbursed the Association last year for this work and report back to the Board.
- It was requested that PML find out how long the large tree trimming project will take to complete by Loral Landscape.

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>
None			

It was reported that Sabrina at PML has entered all the information from the Architectural Audit in PML’s date base.

Public Safety / Traffic Safety Committee –

- It was reported that during the walkthrough with the Fire Department it was noted that behind 1525 De Anza Blvd. there is a wooden structure with a zip line and tire swing, and that these appear to be located in HOA common area. Board President, Bob Kiss, will reach out to this owner to discuss the situation.

Manager’s Report –

- No Report

UNFINISHED BUSINESS

- Private Lanes Condition Review – PML has received a report and proposal from TARC Paving to perform paving repairs and slurry seal for the private roads. It was noted that TARC included Toyon and Parkwood Courts that are not private roads so they need to be removed from the proposal. The Board requested that PML go out and get two additional proposals for the repairs and slurry seal of the paving and repairs to any concrete areas.
- San Mateo ADU Order/Review draft HOA – This matter was tabled until next month.
- Annual Exterior Audit-Status update – Bob noted that the audit letters went out recently to affected homeowners and that there had already been some inquiries and some remediations completed. He will provide a detailed status update at the August Board meeting.
- It was requested that PML provide a rental list and Re-sale list in all future Board Packets. Current database shows 30 rental homes. The Board is interested to make sure the listing is always current and accurate, since there is a cap on total rentals within the development.

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

NEW BUSINESS

- a. PML Proposal for curb address number painting – The Board reviewed a PML Maintenance proposal to paint address numbers at the curbs for \$45.00 per location. It was requested that PML count the number of curb addresses that need to be painted and report at the next Board Meeting an update on pricing estimate.

CORRESPONDENCE REVIEW

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 on August 24, 2021, 5:30pm, and will be held TBD.

Respectfully Submitted,

Attested by,

Joseph D'Agostino, CACM
PML Management Corporation

Zaven Khachadourian, Secretary
Sugarloaf HOA