

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

June 22, 2021

CALL TO ORDER

The June 22, 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 and Zaven Khachadourian. Board Member Ann Powers was 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 July 27, 2021, at 5:30pm

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the May 25, 2021, Board of Directors Open Meeting minutes and May 25, 2021, Executive Session Meeting minutes were unanimously approved as submitted.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	413	170,726	170,416	310	171,691
Total Maint. & Repairs	2,650	21,443	32,670	(11,227)	78,410
Total Utilities	2,674	8,674	8,765	(91)	21,030
Total Admin. Expenses	4,323	23,164	20,015	3,149	48,040
Operating sub total	9,647	53,281	61,450	(8,169)	
Total Reserve Expenses	0	1,130	23,415	(22,285)	56,190
Total Expenses	9,647	54,411	84,865	(30,454)	203,670
Total Assets		490,430			(31,979)
Total Liabilities		9,810			
Total Fund Balances		480,620	287,680	87% Est yr. end Bal	

Board Treasurer, Robina Ramm reported that she is looking into using what is called CDARS (Certificate of Deposit Account Registry Service), which would be an improved approach for ensuring that all HOA funds are fully FDIC insured at all times. Consideration to CDs through the CDARS program was discussed. Robina will have specific options for a CDARS or other approach for review at the next Board Meeting. Bob recommended that the Board use the budgeting process that will start soon to determine specific funding levels for a CDARS approach. The Board would decide on the approach to be followed at the next Board meeting, and then identify funding levels when the budget process is concluded. That way, all reserve spending items, such as emergency funds, will get review prior to making any financial decisions.

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Landscape Committee –

- It was reported that Cozzolino has completed the fire brush clearing around the property. Inspection with the Fire Marshal has been set up for July 8, 2021.
- A homeowner on Cheryl Court inquired about trimming trees along their property line.. After a visit by Zaven and Bob to the property, it was noted that all of the trees in question were part of the HOA’s large tree inventory and are scheduled for periodic maintenance. One is scheduled for maintenance this year (Loral project mentioned below). The others were serviced in the last two years and are not scheduled this year. The Cal Fire regulations for tree maintenance near homes was explained to the homeowner. It was noted that if the homeowner has interests to trim any trees on HOA property, they could trim those trees at their own cost (after receiving HOA approval to do so).
- It was also reported that the final invoice for soil remediation work completed on Parkwood Drive will need to be paid by the HOA. There was an addendum to the original contract approved by the HOA, and this payment will mark the completion of the project.

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>
06/09/2021	1677 De Anza Blvd.	Installation of new gutter and downspouts.	Approved 6/14/2021.
06/03/2021	1801 Parkwood Drive	Installation of AC Unit	Approved 6/11/2021

It was reported that the annual exterior audit was completed on May 22, 2021. Letters have been drafted by PML.

It was requested that PML Maintenance remove an old bench located at the visitor parking area next to 3400 Westwood.

Public Safety / Traffic Safety Committee –

- It was noted that there is a repair ongoing in front of 3404 Oakhill to the road where Cal Water did some work.
- There were reports of a mountain lion spotted in a canyon area behind Parkwood drive as well as a rattlesnake seen on Parkwood Drive next to Highway 92.
- No updated information from DPW on the status of the Traffic Action Plan and the outstanding item for addressing the traffic speed concern on De Anza Blvd.

Manager’s Report –

- It was requested that PML include in the future meeting packets an updated list stating the number of rental units within the HOA and also include copies of any other correspondence with HOA members or service providers during the month.

UNFINISHED BUSINESS

- PML Performance Feedback – It was discussed that PML appreciated the information received from the Board and they will work to make sure all the information the Board needs is received in a timely manner and PML will produce a report for submission to the Board after they perform the

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monthly walkthrough. It was requested that PML start using the old action log for items at Sugarloaf.

- CC&R's Rental Amendment/San Mateo ADU Order – It was reported that the amendment has now been recorded in San Mateo County. Board President, Bob Kiss will prepare a draft of an unofficial letter to the San Mateo City Council about ADU concerns from the standpoint of the HOA.

NEW BUSINESS

a. Large Tree Trimming Proposals

The Board reviewed large tree trimming proposals from Loral Tree \$9,862 and Arborwell \$15,047.76. On a motion duly made and seconded and passed by unanimous vote, the Board approved Loral Tree to perform this work, providing they can get it scheduled within the next three months. If not, then PML will reach out to Arborwell.

b. Proposal for Quarterly cleanup of common area

PML Maintenance has submitted a proposal to remove trash from the common area for \$600.00 per quarter. PML did confirm that if there was no trash to be picked up or very little that the cost would be adjusted based on actual time spent by the crew. On a motion duly made and seconded and passed by unanimous vote, the Board approved this quarterly clean-up.

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 July 27, 2021, 5:30pm, and will be held TBD.

Respectfully Submitted,

Attested by,

Joseph D'Agostino, CACM
PML Management Corporation

Zaven Khachadourian, Secretary
Sugarloaf HOA