

SUGARLOAF HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 May 25, 2021

CALL TO ORDER

The May 25, 2021, open Board meeting, held via Zoom, was called to order at 5:35 PM. Board members present were Bob Kiss, Robina Ramm, Mitra Sadeghi, Zaven Khachadourian and Ann Powers. Joseph D'Agostino represented PML Management.

OPEN FORUM

- Trash on the lower part of De Anza Blvd. Possible remedies were discussed regarding all the trash being dumped or blown to the open areas on De Anza Blvd. It was noted that Cozzolino does pick up trash on Tuesdays, but not the entire property each week. At present, homeowners in the area would need to pick up trash if not picked up during a given weekly Cozzolino crew service. A suggestion was made to research potential cleanup crews that could be hired to pick up trash on a periodic basis more regularly.

AGENDA/CALENDAR REVIEW

The Board reviewed the annual calendar. It was noted that PML will add “roster update to the Board” to the annual calendar. It was discussed that the next Board meeting could likely be held in person given California’s health ordinance changes planned for June 15. Potential locations could be at the Senior Center in San Mateo (if open for business) or at PML (confirmed available on 6/22).

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the April 27, 2021, Board of Directors Open Meeting minutes were unanimously approved as submitted.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	213	170,312	170,233	79	171,691
Total Maint. & Repairs	2,603	18,793	26,136	(7,343)	78,410
Total Utilities	2,341	6,000	7,012	(1,012)	21,030
Total Admin. Expenses	5,956	18,842	16,012	2,830	48,040
Operating sub total	10,900	43,635	49,160	(5,525)	
Total Reserve Expenses	0	1,130	18,732	(17,602)	56,190
Total Expenses	10,900	44,765	67,892	(23,127)	203,670
Total Assets		497,089			(31,979)
Total Liabilities		7,235			
Total Fund Balances		489,854	287,680	87% Est yr. end Bal	

Board Treasurer, Robina Ramm reported that she met with PML to discuss the budget and financial statements. Ms. Ramm discussed the possibility of opening a CDARS with Alliance Bank. It was also noted that the Boston Private Bank signature card needs to be updated.

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Landscape Committee –

- The fallen tree on Broadview was discussed and Board Member, Zaven Khachadourian reported that he visited the hill where this tree fell and by looking at the property line map it was determined that this tree is on San Mateo City Property. It was requested that PML contact this homeowner and let them know they need to contact the city and request that the fallen tree be removed.
- It was requested that PML contact Cozzolino and request that he schedule the fire brush cleanup as soon as possible.
- Follow up on proposal for slope monitoring behind 1917 and 1921 Parkwood Drive – PML reported that the contract had been signed and returned.

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>
04/21/2020	3532 Broadview	AC Installation	Approved 5/20/2021.
05/11/2021	1649 De Anza Blvd.	Replaced back deck with Trex material	Approved 5/24/2021

It was reported that the annual exterior audit was completed on May 22, 2021. Letters will be prepared and sent out regarding any violations. During the inspection, the Committee also inspected the barriers on the private courts and noted no issues with those and also no issues were noted with the sidewalks around the property. It was noted that some of the signs on the private lanes are missing or faded and new signs would be needed. The full audit summary is forthcoming.

There were five homes nominated to receive the San Mateo Unified Homeowners Association (SMUHA) Outstanding Home Maintenance award. The Board voted on these nominees, and 1642 Sugarloaf Drive will receive the SMUHA award for the Sugarloaf HOA area.

Public Safety / Traffic Safety Committee –

- Discussion took place on dogs being left off leash around the property. Board President, Bob Kiss, did speak to a couple of residents, one at Sugarloaf and one at Denali.
- It was requested that PML get a proposal to re-paint the house numbers on the curbs in front of homes.
- It was reported that a mountain lion was spotted behind a unit on Parkwood Drive. It was also noted that there have been a number of coyotes sighted around Sugarloaf. This will be noted in the next newsletter.

Manager's Report –

- No Report

UNFINISHED BUSINESS

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- PML Performance Feedback – It was reported that the Board sent over their concerns and requests regarding management at Sugarloaf. PML will review and comment prior to the next Board Meeting. It was requested that PML send over the 2021 contract for signature.
- CC&R's Rental Amendment/San Mateo ADU Order – It was reported that the amendment has now been signed and notarized. This amendment now needs to be recorded with the County.
- 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 most homes at Sugarloaf would not be able to install this type of dwelling due to setbacks and other reasons. It was noted that SMUHA would like HOAs and neighborhoods to send a note to the City Council if they have concerns.

NEW BUSINESS

- a. Reserve Study/Discussion – The Board discussed the most recent reserve study prepared by Golden Consulting. It was noted that the new reserve study is calling for an increase in the annual contribution to the reserve fund next year. The Board could raise the dues to cover this increase or not follow these guidelines. Historically the Board has increased dues to cover increased costs about every 5 years. This matter will be discussed further when the Board starts working on the 2022 budget in August.

- b. Dumping on Parkwood Discussion – Discussion took place on people dumping items on Parkwood. It was noted that there are a number of homes with cameras that might have a view of the street. The HOA has considered installation of some cameras around the property, but there are numerous practical aspects to consider, and the cameras could not point at someone's home.
Discussion also took place on posting the County maps showing Sugarloaf home property lines on the website. It was noted that the Board has reached out to the Association's attorney just to be sure that this would be allowable.

CORRESPONDENCE REVIEW

Letter regarding parking on De Anza blocking resident's views when trying to back out. It was noted that this is a problem for many homeowners on De Anza and that homeowners could contact San Mateo Public Works and request that some portions of the red curb painting be extended so residents cannot park so close to a driveway. This will also be mentioned in the next newsletter.

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 June 23, 2021, 5:30pm, and will be held TBD.

Respectfully Submitted,

Attested by,

Joseph D'Agostino, CACM
PML Management Corporation

Zaven Khachadourian, Secretary
Sugarloaf HOA