

SUGARLOAF HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
November 23, 2021

CALL TO ORDER

The November 23, 2021, open Board meeting, held via Zoom, was called to order at 5:30 PM. Board members present were Bob Kiss, Robina Ramm, Zaven Khachadourian, Ann Powers and Mitra Sadeghi. Joseph D'Agostino represented PML Management.

OPEN FORUM

- A homeowner discussed that her neighbor, who is a renter and not really capable of taking care of herself due to age, has two dogs and they are allowed to use the deck in their backyard to go to the bathroom and it is never cleaned up. It was reported that the smell is bad and the area needs to be cleaned up. It was requested that PML send a letter to the owner of this home regarding this matter. The Board endorsed this request, and PML was actioned to do so as soon as possible.

AGENDA/CALENDAR REVIEW

The Board reviewed the annual calendar. It was confirmed that the next Board Meeting will be held on January 25, 2022, immediately after the Annual Members Meeting that begins at 5:30pm.

APPROVAL OF PREVIOUS MEETING MINUTES

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

REPORTS

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

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	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	114	171,391	171,331	60	171,691
Total Maint. & Repairs	1,102	55,212	62,340	(10,128)	78,410
Total Utilities	1,320	22,164	17,530	4,634	21,030
Total Admin. Expenses	3,513	40,787	40,030	757	48,040
Operating sub total	5,935	118,163	122,990	(4,737)	
Total Reserve Expenses	4,000	13,683	46,830	(33,147)	56,190
Total Expenses	9,935	131,846	169,730	(37,884)	203,670
Total Assets		413,761			(31,979)
Total Liabilities		9,910			
Total Fund Balances		403,851	287,680	87% Est yr. end Bal	

Land

Landscape Committee –

- 1408 De Anza - Large tree branch, tree number 183 on HOA property, is near the chimney of this home. It was requested that PML reach out to Loral Tree Care and request this branch be cut back at least 10 feet from the chimney.
- There is a dead tree on HOA land near 1504 Broadview that needs removal.
- Loral has submitted a proposal for removal of two dead Oak Trees on HOA land near 3412 Westwood Court for a total of \$3,424.00. Landscape Committee will review.

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>
11/21/2021	1949 Parkwood Drive	Fence Modification	Approved 11/24/2021

An update on the exterior architectural audit letters sent earlier this year was discussed and the following was requested:

- 3413 Parkwood – These owners could not attend the meeting to discuss. As agreed they need to paint two window frames in the front of their home.
- 1662 De Anza –Lack of adequate landscaping at this address was discussed. It was decided that the Board would re-assess this matter next year.

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Public Safety / Traffic Safety Committee –

- It was reported that the traffic action plan from the City of San Mateo has still not yet been fully implemented. The installation of speed cushions was not approved. The Board will continue to push the Department of Public Works (DPW) to make progress in addressing the speed concern on De Anza between Parkwood and Laurelwood Park.
- Structure on HOA land behind 1525-1529 De Anza. It was requested that PML send the Board a copy of the letter sent to the homeowner at 1525 De Anza regarding removing the play structure located in common area.
- Owners using guest parking to park vehicles, this is a violation of the rules and regulations that state visitor parking spaces are for visitors only not residents. It was requested that PML prepare a letter to address an issue on Sugarloaf Drive and send it to the Board for review.

Manager's Report –

- No Report

UNFINISHED BUSINESS

- Final 2022 Budget Review – It was noted that the 2022 budget was approved at the October Meeting.

NEW BUSINESS

- a. Review of Annual Meeting Packet – The Board reviewed the Annual Meeting packet. It was requested that PML send the annual meeting packet in Word format to the Board for review and updating. The Board agreed that the meeting should be held remotely (Zoom) and to the possibility of having the Fire Marshal's office make a presentation at the annual meeting. It was also agreed to ask DPW if there is an update on the Traffic Action Plan is ready for presentation.
- b. Proposal to revise Governing Documents
PML reported that they have received two proposals to update and revise the Association's Governing documents (CCRs, Bylaws, etc.) to better reflect current CA laws regarding HOAs.
Alex Noland: \$9,450.00
Tom Fier: \$8,000.00

On a motion duly made and seconded and passed by unanimous vote, the Board approved the Alex Noland proposal for revising the governing documents. PML was actioned to approve the contract and send to Noland Law.

3401 Drainage issues – It was reported that this home suffered significant damage after a large rain storm due to drainage issues that caused flooding around and under the home. A commons space drain was involved. After discussion, the Board voted to offer to share the damage and repair costs equally with the homeowner. This type of damage is not covered by

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homeowner insurance. Rerouting of the HOA drain line was discussed as part of the recommended approach going forward at this property. The Board will review similar common area drains for performance and ongoing maintenance.

Tennis Courts – After receiving complaints about unauthorized users of the tennis courts, the Board reminds homeowners and tenants that access to the courts is for homeowners or tenants only. Any guest can only use the courts if the homeowner or tenant is present. Keys may not be “shared” or otherwise provided to anyone other than the homeowner or tenant.

CORRESPONDENCE REVIEW

ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned into Executive Session at 7:55pm. The Annual Open meeting of the membership will be held on January 25, 2022, 5:30pm, and will be held Via Zoom, to be followed immediately by the January Board meeting.

Respectfully Submitted,

Attested by,

Joseph D'Agostino, CACM
PML Management Corporation

Zaven Khachadourian, Secretary
Sugarloaf HOA