

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

**CALL TO ORDER**

The October 26, 2021, open Board meeting, held via Zoom, was called to order at 5:37 PM. Board members present were Bob Kiss, Robina Ramm, Zaven Khachadourian, Ann Powers and Mitra Sadeghi. 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 November 23, 2021, at 5:30pm. The Annual meeting of the Members is scheduled in January.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made and seconded, the August 24, 2021, Board of Directors Open Meeting minutes were unanimously approved as submitted.

**REPORTS**

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	0	169,500	169,501	(1)	171,691
Total Maint. & Repairs	14,074	54,110	58,806	(4696)	78,410
Total Utilities	2,809	20844	15,777	5067	21,030
Total Admin. Expenses	3,434	32,274	36,027	(3,753)	48,040
<b>Operating sub total</b>	20,317	107,227	110,610	(3,383)	
Total Reserve Expenses	0	9,683	42,147	(32,464)	56,190
<b>Total Expenses</b>	20,317	116,910	152,757	(35,847)	203,670
Total Assets		425,107			(31,979)
Total Liabilities		11,435			
Total Fund Balances		413,672	287,680	87% Est yr. end Bal	

Board Treasurer, Robina Ramm reported she and Board Member, Ann Powers met with PML to go over the financial statements and the 2022 draft budget. Take away from that meeting was that the Association will probably need to raise dues in 2022. It was noted that the Association is going to finish the 2021 fiscal year over budget in water and sewer due to increase costs over the past year. Discussion took place on the possibility of capping some of the irrigation, but it was noted that the irrigation is turned off, usually in November and not turned back on until March. It was also noted that even though the water is turned off there are still monthly service costs associated with these accounts. Board Member, Zaven Khachadourian noted that there is a charge for water during the winter on one of the meters located on Parkwood Drive and this might be a possible leak at this meter.

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***Landscape Committee –***

- The additional large tree removal proposal from Loral Tree Care was reviewed. This was for the removal of some fallen tree branches and the removal of one dead oak tree. It was noted that Loral included stump grinding in the proposal and it was requested that PML contact Loral and request they remove that from the proposal. It was also requested that Loral put a separate cost on each line item of the proposal instead of on lump sum.
- The fallen tree at unit 1834 Parkwood was discussed. It was reported that the homeowner stated the tree had been removed but has caused damage to their fence and they wanted to know if the Association would repair. The Board requested that PML reach out to the homeowner and advise them that it is their responsibility and their homeowners insurance should cover the repair to the fence.

***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>
08/26/2021	1927 Parkwood Drive	Roof Replacement	Approved 09/20/2021

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

- 3413 Parkwood – It was noted that this issue has been a problem for a few years and the homeowner has not complied with the request to correct the window trim color that is not correct. The Board requested that PML send a final letter requesting the owners present at the next Board Meeting to discuss this issue and if they do not attend, they will be subject to a fine as per the Associations find schedule.
- 3408 Douglas – It was requested that PML send another letter to this homeowner regarding completing the clean up at the front of the home and repair to the roof tile.
- 3416 Leafwood – Request to send another letter regarding the needed repairs to the garage door that has not been completed.
- 3536 Broadview – Request to send another letter regarding the remaining cleanup of debris being stored in front of the house. Must be removed or at least moved behind the fence.
- 1662 De Anza – Request for the Board Members to go take a look at this unit and the lack of landscaping for discussion at the next Board meeting.

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

- It was reported a homeowner requested that the Association put a reminder in the next newsletter that homeowners are not supposed to feed the wild deer around the property. This would also include feeding any wild animals around the property. Not only is this illegal by State law, but it also tends to bring other animals, like mountain lions around the property.

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#### ***Manager's Report –***

- Sugarloaf has received a check from San Mateo for the City's shared cost for \$1,732.80
- PML Maintenance is still working on painting the curb numbers. It was reported that many of the owners are not happy with the time it is taking to complete this project and that a number of homes that need a new curb number have still not been completed. PML will reach out to the maintenance department to find out why this project is taking so long and request that they get back on the project and complete as soon as possible. It was also requested that PML paint a curb number at 1809 Parkwood, where there is no number at this time and it has not been done.
- It was requested that PML follow up on the rental list and confirm which homes are being rented at this time.
- Board President, Bob Kiss reminded PML that the Board would like a rental report at each Board Meeting to review.

#### **UNFINISHED BUSINESS**

- Private Lane Condition Review – Pending review of proposals for asphalt work  
TARC: Asphalt Repair, \$26,499. Concrete Repair, \$3,988. Sealcoating, \$13,146.  
Striping, \$2,952  
American Asphalt: Asphalt Repair, \$13,555. Seal Coat, \$7,820. Striping, \$1,350  
It was noted the American Asphalt was the company who did this project around 5 years ago and all went smoothly. American Asphalt stated that they would be willing to do the needed repairs this year but would want to wait until March of 2021 to do the slurry seal and striping. On a motion duly made and seconded and passed by unanimous vote, the Board approved American Asphalt to perform this work.
- Final 2022 Budget Review – The Board reviewed the 2022 draft budget and discussed the operating expense increases in 2021, most notably water and sewer which is already over the 2021 budget number. Also added to the 2022 budget was the funds to revise the Associations Governing Documents that are long overdue for an update to be in compliance with Civil Code. It was noted that the dues had not been increased in 6 years.  
On a motion duly made and seconded and passed by unanimous vote, the Board approved the 2022 budget with an increase of \$50.00 annually, making the new annual dues amount \$800.00 per unit.

#### **NEW BUSINESS**

- a. Appoint Annual Meeting Election Official and Nominating Committee  
On a motion duly made and seconded and passed by unanimous vote, the Board approved the appointment of the election officials.  
The Nominating Committee will be the two Board Members not up for re-election, Ann Powers and Mitra Sadeghi.

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**CORRESPONDENCE REVIEW**

**ADJOURNMENT**

There being no further business before the Board, the Meeting was adjourned into Executive Session at 7:30pm. The next Open meeting of the membership will be held on November 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

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Zaven Khachadourian, Secretary  
Sugarloaf HOA