

**SUGARLOAF HOMEOWNERS ASSOCIATION**  
 Minutes of the Board of Directors Meeting  
 October 25, 2022

**CALL TO ORDER**

- The October 25, 2022, open Board meeting, held at the San Mateo Senior Center located at 2645 Alameda de las Pulgas., was called to order at 5:37PM. Board members present were Bob Kiss, Mitra Sadeghi (via Zoom), Ann Powers, Christine Sommers, and Zaven Khachadourian (via Zoom). Joseph D'Agostino represented PML Management via Zoom.

**OPEN FORUM**

- Homeowner David Larsen was present and litter/trash on the streets around San Mateo was discussed. It was noted that the Sugarloaf Homeowners Association has no oversight on trash around the City of San Mateo. Per David's request, the Board indicated it would consider placing a note in the next newsletter regarding litter/trash within the HOA areas.

**AGENDA/CALENDAR REVIEW**

The Board reviewed the annual calendar. It was confirmed that the next Board Meeting will be held on November 29, 2022, at 5:30pm.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made and seconded, the September 27, 2022, Board of Directors Open Meeting minutes were unanimously approved as written.

**REPORTS**

**Financial Statement Review** - The Board reviewed the September 30, 2022, financial statement

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	64.43	182,001	181,187	814	181,323
Total Maint. & Repairs	3,715	40,297	54,990	(14,692)	73,310
Total Utilities	1,988	16,122	22,923	(6,800)	30,570
Total Admin. Expenses	3,549	46,794	42,813	3,982	57,080
<b>Operating sub total</b>	9,252	103,213	119,826	(16,631)	
Total Reserve Expenses	6,580	13,419	16,632	(3,213)	22,174
<b>Total Expenses</b>	15,833	116,634	137,358	(20,724)	183,134
Total Assets		402,915			
Total Liabilities		6,650			
Total Fund Balances		396,254	331,997	78% Est yr. end Bal	

It was noted that the Association is under budget for the current fiscal year.

**Landscape Committee** – The following was reported:

- The Board reviewed the proposal from Tree Management Experts to prepare an updated tree report and five-year plan for maintenance. It was requested that PML

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reach out to Roy Leggitt and find out what, if any, costs are associated with the Avenza software or if there may be any ongoing costs.

On a motion duly made and seconded and passed by unanimous vote, the Board approved the proposal from Tree Management Experts for option 1, at a cost of \$8,100 and option 2, at a cost of \$1,800 both pending confirmation that there are no continual charges to use the software.

**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>
10/10/22	1657 Toyon Court	Installation of AC unit	Approved 10/13/22

- It was confirmed that the annual exterior audit letters have been sent out and some homeowners who received letters have reached out to the Association.

**Public Safety / Traffic Safety Committee** –

- It was reported PML has reached out to Legrone Electric regarding the damaged light on Oakhill Ct, and they are looking for a replacement light since the older one cannot be used. Discussion took place on the possibility of installing something on a temporary basis while this is taking place. PML will look into some possible options.
- Bob Kiss mentioned that the city of San Mateo is still working with the owner of the Crystal Springs Shopping Center about the continued lack of lighting in the parking lot.

**Manager's Report** –

- PML will be installing the new “no parking, fire lane signs” the first week of November now that our Maintenance Department is fully staffed.
- It was requested that PML reach out to Davey Tree and find out about scheduling the remaining 2022 large tree trimming needed and approved.
- PML had Pro Roto inspect the drain in the common space behind 3401 Chris Lane and they are working on a proposal to hydro-jet the line to clear any debris inside that is impeding the water flow.
- It was requested that PML follow up on the Denali tennis court resurfacing project and find out about the request for pickle ball lines on one of the tennis courts.

**UNFINISHED BUSINESS**

- Governing Document Update- CC&R Review – The Board reviewed and discussed changes to the CC&R's.
- Budget Final Review – the Board reviewed the updated budget draft with the September Financials. It was decided that the annual dues amounts would remain the same in 2023. The final draft of the 2023 budget will be approved at the November 29,

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2022, Board Meeting.

**NEW BUSINESS**

- Appoint Election Official and Nominating Committee – The Board appointed Lauren McElligott and Vladimir Sadilek, HOA members, as the Election Officials for the next election in early 2023. The nominating committee will be the Board Members who are not up for re-election (Zaven K, Christine S, Bob K).

**CORRESPONDENCE REVIEW**

Nothing to review.

**ADJOURNMENT**

There being no further business before the Board, the Meeting was adjourned at 7:30 pm. The next Open meeting of the Board will be held on November 29, 2022, 5:30pm, at the San Mateo Senior Center located at 2645 Alameda de las Pulgas.

Respectfully Submitted,

Attested by,

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Joseph D'Agostino, CACM  
PML Management Corporation

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Zaven Khachadourian, Secretary  
Sugarloaf HOA