

**SUGARLOAF HOMEOWNERS ASSOCIATION**  
 Minutes of the Board of Directors Meeting  
 January 24, 2023

**CALL TO ORDER**

- The January 24, 2023 open Board meeting, held after the Annual Meeting of the Members at the San Mateo Senior Center located at 2645 Alameda de las Pulgas, was called to order at 6:55PM. Board members present were Bob Kiss, Ann Powers, and Zaven Khachadourian. Joseph D'Agostino represented PML Management. Board Members Christine Sommers and Mitra Sadeghi were absent.

**OPEN FORUM**

- No homeowners were present for open forum.

**AGENDA/CALENDAR REVIEW**

The Board reviewed the annual calendar. It was confirmed that there will be no Board Meeting in February 2023 and the next Board Meeting will be held on March 28, 2023.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made and seconded, the November 29, 2022, Board of Directors Open Meeting minutes were approved as submitted with 2 votes in favor and 1 abstention (Ann Powers, absent from the November meeting).

**REPORTS**

**Financial Statement Review** - The Board reviewed the December 31, 2022, (Subject to Review) financial statement.

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	133.00	180,800	180,800	0	180,800
Total Maint. & Repairs	3,705	49,498	73,310	23,812	73,310
Total Utilities	1,398	20,445	30,570	10,125	30,570
Total Admin. Expenses	6,544	60,503	57,080	(3,423)	57,080
<b>Operating sub total</b>	11,647	130,446	160,960	30,514	
Total Reserve Expenses	0	27,479	22,174	(5,305)	22,174
<b>Total Expenses</b>	11,647	157,925	183,134	25,209	183,134
Total Assets		434,570			
Total Liabilities		79,205			
Total Fund Balances		355,365	331,997	78% Est yr. end Bal	

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

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

- Homeowners can trim HOA trees in common areas for view, but it will be at their expense and only after Board approval of a quote from a licensed arborist.
- The Association will trim common area trees if they present a safety risk.
- The Committee also noted a request from the homeowner at 3401 Chris Lane regarding a tree has been completed.
- The Board requested for PML to follow up on scheduling with Roy Leggit, the arborist who will be out to perform the walkthrough of the property and update the five-year tree maintenance.
- It was requested that PML find out when Davey Tree will be out to complete the tree trimming approved and contracted in late 2022.

**Architectural Committee** – The following architectural approvals were granted since the last board meeting:

**None at this time.**

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>

**Public Safety / Traffic Safety Committee** –

- No updates from the San Mateo DPW regarding the Traffic Action Plan status to include the installation of speed cushions on De Anza Blvd.

**Manager’s Report** –

- Replacement of the streetlight on Oakhill Court has been approved by the insurance adjuster and PML approved this work to be done by Aleco. This is on hold until the new light arrives. All residents in that area have been notified that this will be done as soon as possible. Total cost is estimated to be \$3,200. The HOA will have to pay the deductible of \$1,000, but insurance will cover the rest.
- Installation of the new No Parking Fire Lane signs on the private lanes along De Anza will be completed as soon as possible.

**UNFINISHED BUSINESS**

- Governing Documents Updates - CC&Rs & Bylaws review – The Board of Directors is reviewing the red-lined version of the CC&Rs received from Attorney Alex Noland.

**NEW BUSINESS**

- None at this time

**CORRESPONDENCE REVIEW**

Nothing to review.

**ADJOURNMENT**

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There being no further business before the Board, the Meeting was adjourned at 7:20 pm. The next Open meeting of the Board will be held on March 28, 2023, at 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

Zaven Khachadourian, Secretary  
Sugarloaf HOA