

**SUGARLOAF HOMEOWNERS ASSOCIATION**  
 Minutes of the Board of Directors Meeting  
 June 27, 2023

**CALL TO ORDER** The June 27, 2023, open Board meeting, at the San Mateo Senior Center located at 2645 Alameda de las Pulgas, was called to order at 5:37 PM. Board members present were Bob Kiss, Mitra Sadeghi, Alan Robinson, and Christine Sommers. Board Member Zaven Khachadourian was absent. Joseph D'Agostino from PML Management attended the meeting.

**OPEN FORUM** No homeowners were present for the open forum.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made and seconded, and passed by unanimous vote, the May 30, 2023, Board of Directors Open Meeting minutes were approved as submitted. The next open Board meeting will be held on July 25, 2023, at the San Mateo Senior Center.

**REPORTS**

**Financial Statement Review** - The Board reviewed the May 31, 2023, financial statement.

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	217	183800	183246	575	183,031
Total Maint. & Repairs	3,067	12,796	25,475	12,679	61,120
Total Utilities	1,177	5,689	9,740	4,051	23,370
Total Admin. Expenses	5,589	23,471	24,975	1,504	59,930
<b>Operating sub total</b>	9,833	41,956	60,190	18,234	
Total Reserve Expenses	0	11,288	10,765	(523)	25,828
<b>Total Expenses</b>	9,833	53,244	70,955	17,711	170,248
Total Assets		490,866			12,783
Total Liabilities		4,925			
Total Fund Balances		485,941	365,089	est yr end bal	86%

Board Treasurer, Mitra Sadeghi reported that the Association is under budget in operating expenses. It was further reported that the Association is slightly over budget in Reserves. The Association is still slated to be 86% funded at the end of the current fiscal year.

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

- It was reported that Cozzolino has completed the brush trimming. Next step would be to have the inspection by San Mateo Fire Department completed.
- Large tree general cleanup as part of overall fire safety approach will be planned for 2024 for completion (5-year cycle).
- Poison oak growing through a fence at an adjacent home located at 1555 Cherrywood Drive and borders HOA Common Area was discussed. PML has reached out to the company who did the removal a few years ago.

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**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>
6/6/2023	3409 Allison Court	Replace backyard deck	Approved 6/13/2023

It was noted that the annual exterior audit took place on June 3, 2023. Board President, Bob Kiss, will send the findings list to PML so letters can be sent to affected homeowners.

**Public Safety / Traffic Safety Committee** –

- It was reported that all the small cellular devices that were proposed to the city have been approved by the city. One is on De Anza Blvd and two are on Parkwood Drive.

**Manager’s Report** –

- PML reached out to Aleco again regarding the light on Oakhill Court and hit a wall on this. We have reached out to another company, LeGrone Electric, for a proposal since we are getting no reply from Aleco regarding getting the installation completed. It was requested that PML send an update to the owners who live on Oakhill Court.
- Removal of 8 trees per arborist recommendation - proposals pending from Loral, Davey and Arboreal. Still pending proposals for this work.

**UNFINISHED BUSINESS**

- Governing Documents Updates - CC&Rs & Bylaws review – The Board of Directors now has the final draft of the updated Governing Documents. In order to pass the new Governing Documents, there would need to be at least 115 current owners to vote in favor of the revised documents. If the new documents pass the approval requirements, future standard elections will benefit from reduced quorum requirements.
- The other item discussed relative to the updated Governing Documents was recording of meetings. It was decided that the updated Governing Documents would remain silent on this matter, thereby allowing recording of meetings if the Board voted to do so.

**NEW BUSINESS**

Annual Outstanding home maintenance award – It was reported that the summary was sent to the Board Members of homes nominated in 2023. There were four nominated homes. The Board vote was for 3516 Broadview Ct. as the winner of this annual award. The homeowners at 3516 Broadview have been informed, and this will be announced in our next HOA newsletter. The city will announce the city-wide winners at its City Council meeting on August 21.

**CORRESPONDENCE REVIEW**

Nothing to review.

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**ADJOURNMENT**

There being no further business before the Board, the Meeting was adjourned at 6:25 pm. The next Open meeting of the Board will be held on July 25, 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

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Zaven Khachadourian, Secretary  
Sugarloaf HOA