

SUGARLOAF HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 March 28, 2023

CALL TO ORDER - The March 28, 2023, open Board meeting, at the San Mateo Senior Center located at 2645 Alameda de las Pulgas, was called to order at 5:35 PM. Board members present were Bob Kiss, Ann Powers, Mitra Sadeghi, and Christine Sommers. Board Member Zaven Khachadourian and Joseph D'Agostino from PML Management attended the meeting over Zoom.

OPEN FORUM - A vehicle that appears to be inoperable and without valid registration has been sitting in a driveway at a home on Parkwood Drive for many months after the death of the rental tenant. The home is unoccupied. PML was requested to send a letter to the homeowner to have the vehicle removed.

AGENDA/CALENDAR REVIEW

The Board reviewed the annual calendar. Due to Board member absences, the next Board Meeting, which would be the April Board Meeting, was moved and will reschedule to be held on May 2, 2023.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the January 24, 2023, Board of Directors Open Meeting minutes were approved as submitted.

The meeting minutes of the January 24, 2023, Annual Meeting of the Members were also reviewed. Since the meeting was informational only, and no decisions were made, the minutes will be posted on the website for HOA member access.

REPORTS

Financial Statement Review - The Board reviewed the February 28, 2023, financial statement.

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	283	181,222	183,117	(1,895)	183,031
Total Maint. & Repairs	2,520	4,299	10,190	(5,891)	61,120
Total Utilities	1,192	2,024	3,896	(1,872)	23,370
Total Admin. Expenses	4,725	7,993	9,990	(1,997)	59,930
Operating sub total	8,437	14,315	24,076	(9,761)	
Total Reserve Expenses	1,327	1,327	4,306	(2,979)	25,828
Total Expenses	9,763	15,642	28,382	(12,740)	170,248
Total Assets		527,865			12,783
Total Liabilities		7,550			

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Total Fund Balances		520,314	365,089	est yr end bal	86%
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It was requested that PML add the maturing CD in January to the annual calendar as a reminder when it will renew next year, should the Board decide to modify the investment.

Landscape Committee – The following was reported:

- Davey Tree completed the large tree trimming that remained to be completed from the 2022 plan, as noted in the 5-year tree trimming plan. A final report has not yet been received to document the work.
- It was reported that Account 1809PD, which had received violation notices regarding their front yard landscaping, has now taken action to improve the landscaping. The Board reviewed photos of the landscaping and decided that a minimum acceptable standard of care for front landscaping had been achieved.
- It was discussed that in the recently updated large tree survey there are 12 trees recommended for removal. Landscape Chair Zaven Khachadourian and Board Member Bob Kiss will review the findings and then contact the submitting Arborist to clarify any questions and confirm on recommended removal timing (by year). PML will then get proposals for this work.
- It was requested that PML send out the RFP to perform the 5-year large tree fire break work to be performed in 2023.
- It was requested that PML find out how the Board can access the GPS mapping of the tree locations received in the updated survey.

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>
2/8/2023	3404 Douglas Court	Repainting in Scheme F (Flipped)	Approved 2/11/2023
3/17/2023	3408 Allison Court	Replacement of 3 skylights	Approved 3/22/2023

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.
- It was reported that has been submitted to the city of San Mateo for installing small cell devices on top of a few light poles located on Parkwood and De Anza. The initial cell service carrier to use the devices is reported to be Verizon. As these light poles are city property/right of way, the city has the authority to grant the requested permissions

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without inclusion of property owners or the HOA in the approval process. And, Federal Law prevents objections based on radiofrequency concerns.

Manager's Report –

- PML reached out to Aleco regarding the light and were told that it is on the schedule to be replaced as soon as the weather clears PML was originally told it was installed already, so is waiting to hear back if this is actually the case. Board President, Bob , reported after the meeting that the light had not been replaced yet.
- Installation of the new No Parking fire lane signs has been completed.

UNFINISHED BUSINESS

- Governing Documents Updates - CC&Rs & Bylaws review – The Board of Directors reviewed and decided upon two remaining review items in the CC&R revisions. A final draft will be requested of the firm doing the work, and the proposed Governing Document revisions will be submitted to a vote of the HOA membership in the near future.

NEW BUSINESS

3.1 Annual Election process Completion – Ballot Count

The election officials confirmed that the Association received enough ballots (123) so the ballots could be tallied. The following was the results:

Board Election:

Mitra Sadeghi received 123 Votes. Elected for a two-year term.

James Baxmeyer received 103 Votes. Elected for a two-year term.

Tax Reduction Resolution:

Passed with 122 Yes votes and 1 No vote.

CORRESPONDENCE REVIEW

Nothing to review.

ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned at 6:55 pm. The next Open meeting of the Board will be held on May 2, 2023, at 5:30pm, at the San Mateo Senior Center located at 2645 Alameda de las Pulgas.

Respectfully Submitted,

Attested by,

Joseph D'Agostino, CACM
PML Management Corporation

Zaven Khachadourian, Secretary
Sugarloaf HOA