

**SUGARLOAF HOMEOWNERS ASSOCIATION**

Minutes of the Board of Directors Meeting

September 26, 2023

**CALL TO ORDER** The September 26, 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.

Board Members, Zaven Khachadourian and Christine Sommers were absent. Joseph D'Agostino from PML Management attended the meeting.

**OPEN FORUM**

- A Board member stated that a homeowner had mentioned to them an observation that some visitor parking areas located on the private lanes have no bumper stops in the parking spaces. No specifics were provided. No action was taken based on this limited information.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made and seconded, and passed by unanimous vote, the August 22, 2023, Board of Directors Open Meeting minutes were approved as submitted. The next open Board meeting will be held on October 30, 2023, at the San Mateo Senior Center.

**REPORTS**

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

	<b>Month</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>Yearly Budget</b>
<b>Total Revenue</b>	319	184,729	183,375	1,354	183,031
Total Maint. & Repairs	2,735	36,974	40,760	3,786	61,120
Total Utilities	3,612	15,415	15,584	169	23,370
Total Admin. Expenses	3,219	36,058	39,960	3,902	59,930
<b>Operating sub total</b>	9,566	88,447	96,304	7,857	
Total Reserve Expenses	0	19,738	17,224	(2,514)	25,828
<b>Total Expenses</b>	9,566	108,185	116,528	5,343	170,248
Total Assets		444,763			12,783
Total Liabilities		12,875			
Total Fund Balances		431,908	365,089	est yr end bal	86%

Board Treasurer, Mitra Sadeghi reported water expenses were high in the month of November. Probably due to some leaks the Association had in those months.

Board Member, Zaven Khachadourian tracks the cost of water and can provide a comparison from last August.

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

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Loral Tree Care submitted a proposal for one tree removal located at the back of 1491 Cherrywood below Chris Lane. This tree was recommended for removal by the recent Arborist survey.

Total cost for the removal: \$4,920. On a motion duly made and passed by unanimous vote, the Board approved the expense of \$4,920 for this tree removal.

It was requested that PML follow up on the poison oak removal on Cherrywood. Also, to reach out to Mike from Loral Tree service to see if he might know someone who does this type of work.

The Board requested that PML instruct Cozzolino to inspect and test (water flow) the drainage on the De Anza lanes prior to the winter rains coming to make sure all storm drain lines are clear and functioning.

**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>
9/1/2023	1400 DeAnza Blvd.	Roof Replacement	Approved 9/3/2023
9/5/2023	3405 Leafwood	Replacement of the garage door	Approved 9/5/2023
9/7/2023	1605 De Anza Blvd.	Exterior Painting in Scheme F colors	Approved 9/7/2023

**Public Safety / Traffic Safety Committee** –

- It was reported that UCI (on behalf of Verizon) posted notices that they will be trenching on De Anza in preparation for the installation of a fiber optic cable. Although it does not appear a lot of work has been done to date. It was also noted that Parkwood Drive has recently received underground service alert markings on the pavement.

**Manager's Report** –

- The replacement light on Oakhill Court was installed and is operational. Although the light was not the original one that was ordered and never shipped, Aleco took it upon themselves to order what they could get the fastest.

**UNFINISHED BUSINESS**

- Governing document Update Project Status: It was reported that all the documents have now been prepared so the packet for homeowners to vote on the new governing documents can be sent. Counting of the ballots is targeted for at the open meeting to be held on November 28, 2023, pending sufficient ballot returns.

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2024 Draft budget Review – Pending further review by the Board.

**NEW BUSINESS**

- Safe Harbour/Collections – Board Approval is needed so that PML can refer an owner who is delinquent over to ASAP collections. On a motion duly made and seconded and passed by unanimous vote, the Board adopted the use of Safe Harbor with ASAP Collections. The Safe Harbor information was signed by Board President, Bob Kiss.
- 2023 Financial Review and Preparation of Tax Returns – Marcello Lara has provided a proposal to perform the review and prepare the 2023 taxes for \$1,700, \$1,300 for the review and \$400 for the preparation of the tax returns. On a motion duly made and seconded and passed by unanimous vote, the Board approved Marcello Lara to perform the annual review and to prepare the Associations tax returns.

**CORRESPONDENCE REVIEW**

Nothing to review.

**ADJOURNMENT**

There being no further business before the Board, the Meeting was adjourned at 6:45 pm. The next Open meeting of the Board will be held on October 30, 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