

SUGARLOAF HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 August 27, 2024

CALL TO ORDER The August 27, 2024, open Board meeting, at the San Mateo Senior Center located at 2645 Alameda de las Pulgas, was called to order at 5:43 PM. Board members present were Bob Kiss, Christine Sommers, Mitra Sadeghi and Zaven Khachadourian. Board Member Alan Robinson was absent.

Joseph D'Agostino and Sabrina Davis from PML Management attended the meeting.

OPEN FORUM

- No members were present for the open forum.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, and passed by unanimous vote, the July 23, 2024, Board of Directors Open Meeting minutes were approved as submitted. The next open Board meeting will be held on September 24, 2024, at 5:30 pm at the San Mateo Senior Center.

REPORTS

Financial Statement Review - The Board reviewed the July 31, 2024, financial statement.

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	20	183,031	180,821	2,210	180,840
Total Maint. & Repairs	2,400	20,684	42,497	21,813	72,840
Total Utilities	2,559	10,813	19,299	8,486	33,080
Total Admin. Expenses	4,357	35,671	31,696	(3,975)	54,330
Operating sub total	9,316	67,168	93,492	26,324	
Total Reserve Expenses	0	11,768	24,206	12,438	41,492
Total Expenses	9,316	78,936	117,698	38,762	201,742
Total Assets		492,460			(20,902)
Total Liabilities		14,655			
Total Fund Balances		477,805	374,487	Est yr. end bal 78%	109%

Board Treasurer, Mitra Sadeghi reported the Association is under budget in operating year to date. The Avid Exchange implementation was discussed.

Landscape Committee – The following was reported:

It was reported that water usage has stabilized.

The annual brush trimming has been completed as well as the additional trimming requested by the Fire Marshal after the initial project was completed. Once PML receives the invoice from Cozzolino, they will prepare the letter for partial reimbursement and submit it to the city of San Mateo per agreement.

Individual homeowners will get a violation letter from the Fire Marshal if any work is required within their yards.

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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 –Board President, Bob Kiss, reported that Sugarloaf held its annual “block party” event on National Night Out on August 6, 2024 at the corner of Broadview Court and Parkwood Drive. About 15 residents joined the party, and the San Mateo Police Department paid a visit to support our event.

Board President Bob Kiss reported that he had an encounter with a rattlesnake under a streetlight, while out for a walk in late July along upper Parkwood Drive. Reminder to residents to be aware and cautious when walking around the property.

UNFINISHED BUSINESS

Large Tree Fire Break and Annual Maintenance/Additional Proposal –Arboreal has submitted a proposal for removal and trimming of additional trees as requested by the SMFD, and this also includes the removal of some poison oak. The total cost is \$18,159.00. On a motion duly made and seconded and passed by unanimous vote, the Board approved this additional proposal.

Reserve Study Planning Status – It was reported that Association Reserves is preparing the Reserve Report and is anticipating it will be completed and submitted by September 18, 2024.

Denali Tennis Court Resurfacing Status - It was reported that the tennis court re-surfacing has been completed successfully. Dryco attempted to even out the surface as best they could.

NEW BUSINESS

8.1 **Start 2025 Budget Process** – PML has prepared a draft of the 2025 budget. PML updated the reserve portion to include the additional tree work recommended, as well as the tennis court resurfacing that was just completed and the Association needs to pay half that cost. The Board will review the numbers for discussion at the next Board Meeting.

Landscape Committee Chair, Zaven Khachadourian, will review the water costs for the year to date and prepare projections for the 2025 fiscal year.

8.2 **2024 Financial Review and Tax Preparation** – Marcello Lara has submitted a proposal to perform the financial review and prepare the Associations tax returns for a total cost of \$1,700.00. \$1,300 for review and \$400.00 for preparation of the taxes. On a motion duly made and seconded and passed by unanimous vote, the Board approved Marcello Lara to perform the review and prepare the tax returns.

CORRESPONDENCE REVIEW

Email regarding parking concerns from Allison Court. A homeowner installed a small wire fence on their property that extends into the guest parking area. There is also an orange cone that someone placed in the parking area, presumably to discourage parking in one specific spot. It

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was requested that PML send a letter to all owners on Allison Court and request whoever has placed this cone in the guest parking area remove it within 30 days or the Association will remove it for them.

Email from a homeowner regarding artificial grass and possible hazardous nature of the materials used. This issue was discussed but no action was taken.

Email regarding a tree company doing service for the HOA dumping large tree debris down the hillside in 2023 at 1509 De Anza. This practice is okay to be done if the debris is large enough (e.g., limb diameter) and removal of the debris is too difficult from the hillside.

Email from 1850 Parkwood regarding drain cleaning and tree removal. It was noted that the tree is located in their front yard and is therefore the homeowner's responsibility. Cozzolino will be requested by PML to inspect the drain and clear it, if needed.

ADJOURNMENT

There being no further business before the Board, the Meeting adjourned at 6:47 pm. The next Open meeting of the Board will be held on September 24, 2024, at 5:30 pm 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