

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

CALL TO ORDER The February 27, 2024, open Board meeting, at the San Mateo Senior Center located at 2645 Alameda de las Pulgas, was called to order at 5:34 PM. Board members present were Bob Kiss, Christine Sommers, Mitra Sadeghi, Alan Robinson and Zaven Khachadourian. Joseph D'Agostino 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 January 23, 2024, Board of Directors Open Meeting minutes were approved as submitted. The next open Board meeting will be held on March 26, 2024, at the San Mateo Senior Center.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	181,097	181,097	180,803	294	180,840
Total Maint. & Repairs	2,400	2,400	6,071	3,671	72,840
Total Utilities	(806)	(806)	2,757	3,561	33,080
Total Admin. Expenses	4,426	4,426	4,528	102	54,330
Operating sub total	6,020	6,020	13,356	7,334	
Total Reserve Expenses	0	0	3,458	3,458	41,492
Total Expenses	13,210	167,133	170,248	3115	170,248
Total Assets		557,865			12,783
Total Liabilities		8,625			
Total Fund Balances		549,241	353,585	est yr end bal	109%

It was reported that the Boston Private Bank CD was renewed for a 6-month term at 4.7% yield. The Board reviewed the request from ASAP Collections to place a lien on a property that is delinquent. On a motion duly made and seconded and passed by unanimous vote the Board approved ASAP to place the lien on the property.

Landscape Committee – The following was reported:

It was reported that there was a leaking valve on De Anza Blvd that was repaired by Cozzolino in January.

It was also noted that there are three leaks on De Anza that appear to be related to the work being done by UCI. Two are at their work site and one is in the middle of the street. It is believed that it is Cal Water either being used on the project or leaks from the project.

No landscape issues over the past few months.

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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 –

- It was reported that Grays Paint has agreed to match the colors that were originally prepared by Kelly Moore, who is no longer in business, for the color palate. This will use Benjamin Moore paints (no relation to Kelly Moore). Grays will prepare paint samples that will be available to HOA members interested in painting, and these should be available by March. The existing HOA paint board is still valid since Grays is matching those colors. It is the formulas that are changing since they are based on Benjamin Moore paint materials. Grays has four stores in our vicinity. The website will be updated with the new information when available in March.
- It was reported that no further action has been taken by the Department of Public Works (DPW) on the Sugarloaf area Traffic Action Plan. The Board continues to be in contact with DPW to push for action. In addition, a HOA member who is not on the Board has always been lobbying DPW for action. It was further noted that DPW’s new “Complete Streets” program does not call out any of the traffic safety items identified in the Sugarloaf TAP. The Board will also be bringing this oversight to the attention of DPW.

Manager’s Report –

- Tennis Court resurfacing was discussed. Since no action has been taken on this and the tennis court surface is in bad shape, the Board was going to reach out to some possible contacts at Denali to see if that might get some action on this issue.

UNFINISHED BUSINESS

- Governing document Update Project Status – All documents have now been recorded as needed. To complete the process, the HOA needs to create updated Election Rules and Collections Policy consistent with the new governing documents. The HOA Attorney has drafted those documents. The Board has reviewed them. PML was actioned to finalize these documents and cover letter to be sent to the membership for the required 30-day review period.

NEW BUSINESS

- BOD Election Process Update/Appoint Election Officials – It was reported that, with the adoption of the new Governing Documents, there is no longer a quorum requirement for standard elections and the number of ballots received is now the quorum for both

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voting in Board Members and approval of the tax reduction resolution. Ballots will be opened and counted by the election officials at the March 26, 2024, Open Board Meeting. The election officials – HOA members Laure McElligot and Vladimir Sadilek – were appointed by the Board at this meeting.

- Beginning Planning for large tree fire break project – The Board reviewed the RFP from the previous instance of this ~every five years project. It was requested that PML remove the stump grinding from the RFP since it is not needed. The Board will review over the next month and the plan will be to send out the RFP to tree companies after the March Board Meeting.

CORRESPONDENCE REVIEW

- **None**

ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned at 6:37 pm. The next Open meeting of the Board will be held on March 26, 2024, 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