

**SUGARLOAF HOMEOWNERS ASSOCIATION**  
 Minutes of the Board of Directors Meeting  
 July 23, 2024

**CALL TO ORDER** The July 23, 2024, open Board meeting, at the San Mateo Senior Center located at 2645 Alameda de las Pulgas, was called to order at 5:40 PM. Board members present were Bob Kiss, Alan Robinson, Mitra Sadeghi and Zaven Khachadourian. Board Member Christine Sommers 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 2, 2024, (June '24 mtg) Board of Directors Open Meeting minutes were approved as submitted. The next open Board meeting will be held on August 27, 2024, at 5:30 pm at the San Mateo Senior Center.

**REPORTS**

**Financial Statement Review** - The Board reviewed the June 30, 2024, financial statement.

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	58	183,011	180,818	2,193	180,840
Total Maint. & Repairs	3,750	18,284	36,426	18,142	72,840
Total Utilities	2,794	8,254	16,542	8,288	33,080
Total Admin. Expenses	4,108	31,314	27,168	(4,146)	54,330
<b>Operating sub total</b>	10,652	57,852	80,136	22,284	
Total Reserve Expenses	0	11,768	20,748	8,980	41,492
<b>Total Expenses</b>	10,652	69,620	100,884	31,264	201,742
Total Assets		500,831			(20,902)
Total Liabilities		13,730			
Total Fund Balances		487,101	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, this is to do away with paper checks and now all invoices will be approved for payment online. It was noted that Board Members Bob Kiss and Mitra Sadeghi would be approved check signers on the accounts, whereas all Board members would have access to view and approve invoices.

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

It was reported that the monthly water bills seem to be consistent with previous years now that the recent leaks have been repaired.

It was reported that the committee performed a walkthrough with the San Mateo Fire Department Inspector and there is some further brush trimming they would like to have completed. Cozzolino has agreed to address these additional items. Once they are completed, The Fire Department will

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be asked to approve the work to allow the HOA to request reimbursement from the city for those areas trimmed which overlap with city land. The Committee said they would look into the possibility of getting the typical brush trimming areas marked with stakes to ensure consistency year to year in the areas trimmed.. In addition, the Fire Department inspector recommended some large tree trimming based on their visit. Much of what they pointed out is already included in the large tree trimming project that has been contracted but not yet performed. The committee will follow up with Arboreal to include any new work into their project scope and cost proposal.

**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>
<u>06/29/2024</u>	<u>3413 Westwood Court</u>	<u>Roofing Replacement</u>	<u>Approved 07/07/24</u>

It was reported that 1412 De Anza has been voted by the Board as this year’s recipient of the Outstanding Home Maintenance award, and they have accepted the honor. They will be recognized at a San Mateo City Council meeting in September.

**Public Safety / Traffic Safety Committee** –Board President, Bob Kiss, reported he received the voting numbers on the potential installation of speed cushions on Parkwood Drive between De Anza Blvd and Glendora Drive from the San Mateo Department of Public Works (DPW). It was noted that more than 50% of the 53 residents voted, with 43% in favor of the installation. To pass the vote for speed cushion implementation, there would need to be 67% in favor (with more than 50% voting). Therefore, speed cushions will not be installed in that area of Parkwood. It was further reported as a reminder that speed cushions are planned to be installed on De Anza Blvd between Highway 92 and Laurelwood Park by DPW as part of the Traffic Action Plan, with target installation timing of by the end of this year.

It was also reported that the three small cell devices (for wireless high-speed internet service by Verizon) installed around Sugarloaf have received a stop work order from the City of San Mateo since they have not completed the permitting process to install power to these units. They are not working at this time and should not be functioning before this issue is resolved. For more information, people should refer to the city’s website in the Small Cell Devices area, noting that the HOA has no control over these installations.

**Manager’s Report** – The Tennis court resurfacing was discussed. Sugarloaf is responsible for paying half of this cost. The total cost is \$44,000 and Denali plans to use Dryco to perform this work.

It was requested that PML follow up to make sure that the information in their database is correct before sending delinquent accounts to collections agencies. For example, if delinquency letters have been sent by US Mail and no response has been received, please check the situation by making contact via email or phone call. A recent event highlighted an issue where an owner’s address in the database was incorrect, and they had not received any of the delinquency letters

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(and likely never received the dues assessment in the first place). The Board would appreciate PML taking this extra step before escalating costs by engaging collections agencies.

On a related note, PML and the Board should attempt to get as many owners on email notification as possible to use when sending out communications of all types, including delinquent notifications.

**UNFINISHED BUSINESS**

Large Tree Fire Break and Annual Maintenance – Contract Vendors– Consider proposals  
Arboreal - \$58,912.40 (Large Tree Fire Break Work)  
Arboreal: \$32,799 (Annual Large Tree Maintenance)  
Arboreal has offered to reduce the total cost of these projects by \$4,063.04 if both are approved.  
On a motion duly made and seconded and passed by unanimous vote, the Board approved Arboreal’s proposals with the reduction in cost.

**NEW BUSINESS**

Discuss Plan for Reserve Study Update – PML has received two proposals to prepare an updated Reserve Study.  
Reserve Analysis: \$1,950.00  
Association Reserves: \$1,990.00 They also offer a loyalty plan where they will provide the update with site visit as well as two updates without a site visit. Savings of \$340.00 based on current prices. On a motion duly made and seconded and passed by unanimous vote, the Board approved the Association Reserves proposal, option A for \$1,990.00

**CORRESPONDENCE REVIEW**

None at this time

**ADJOURNMENT**

There being no further business before the Board, the Meeting adjourned at 6:45 pm. The next Open meeting of the Board will be held on August 27, 2024, at 5:30 pm 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