

**SUGARLOAF HOMEOWNERS ASSOCIATION**

Minutes of the Board of Directors Meeting

July 2, 2024

June Board Meeting

**CALL TO ORDER** The July 2, 2024, 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, 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.

Presentation by San Mateo’s Assistant City Manager Christina Horrisberger regarding the potential for a ballot measure in November that would propose to modify building parameters relevant to Measure Y. It was noted that there will be a City Council Meeting on July 15 where the City Council will be discussing this matter. Christina answered questions after a 20-minute presentation. The presented materials were requested so that the HOA can make them available to homeowners on the Sugarloaf website.

**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 May 28, 2024, Board of Directors Open Meeting minutes were approved as submitted. The next open Board meeting will be held on July 23, 2024, at 5:30 pm at the San Mateo Senior Center.

**REPORTS**

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

|                            | <b>Month</b> | <b>YTD Actual</b> | <b>YTD Budget</b> | <b>Variance</b>        | <b>Yearly Budget</b> |
|----------------------------|--------------|-------------------|-------------------|------------------------|----------------------|
| <b>Total Revenue</b>       | 267          | 182,953           | 180,815           | 2,138                  | 180,840              |
| Total Maint. & Repairs     | 3,369        | 14,534            | 30,355            | 15,821                 | 72,840               |
| Total Utilities            | 1,615        | 5,460             | 13,785            | 8,325                  | 33,080               |
| Total Admin. Expenses      | 5,369        | 27,205            | 22,640            | (4,565)                | 54,330               |
| <b>Operating sub total</b> | 10,353       | 47,199            | 66,780            | 19,581                 |                      |
| Total Reserve Expenses     | 11,768       | 11,768            | 17,290            | 5,522                  | 41,492               |
| <b>Total Expenses</b>      | 22,121       | 58,967            | 84,070            | 25,103                 | 201,742              |
| Total Assets               |              | 507,745           |                   |                        | (20,902)             |
| Total Liabilities          |              | 11,050            |                   |                        |                      |
| Total Fund Balances        |              | 497,695           | 374,487           | Est yr. end bal<br>78% | 109%                 |

Board Treasurer, Mitra Sadeghi reported the Association is under budget in operating year to date. Also, she reminded the Board that one of the HOA assets comes due in August for auto-renewal.

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

It was reported that the water bills were running about \$1,000 over last year. It is expected that the next bill will be decreased given the repairs to leaks identified around the property.

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It was requested that PML send the request from the homeowner at 3401 Douglas Court to trim the common area bushes around their property to the HOA landscape contractor.

Board Member Alan Robinson reported that he thinks the water (Cal Water) leak on De Anza Blvd. might be leaking again. This was one of several leaks believed caused by the Crown Castle trenching project for the small cell devices. Board President Bob Kiss indicated he would contact one of the residents near this location who had previously been in contact with DPW and Cal Water regarding these leaks on the public street to learn more about the status.

**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> |
|----------------------|----------------|----------------------------|---------------|
|                      |                |                            |               |

None at this time.

It was requested that the Board Members send in their votes to Bob for the annual Outstanding Home Maintenance award.

**Public Safety / Traffic Safety Committee** –Board President, Bob Kiss, reported that he requested an attorney to write a letter to First Equity Management and the Denali Board of directors regarding the tennis courts resurfacing need. The letter was prepared and sent to the Board for review in advance of the Board meeting. On a motion duly made and seconded and passed by unanimous vote, the Board approved the letter to be sent, as needed to drive the situation to resolution.

Board President, Bob Kiss, had a discussion with the Department of Public Works (DPW) on the Traffic Action Plan status. It was noted to DPW that there could be better communication between Public Works and the Board and community awaiting DPW actions. DPW agreed to follow up on the survey that had been conducted regarding speed cushions potentially being installed with the Laurelwood Community on Parkwood Drive between De Anza and Glendora.

It was reported that the City Council is meeting on July 15, 2024, and that it was expected there would be multiple San Mateo residents making public comments regarding the installation of the small cell devices within San Mateo, which includes units within Sugarloaf. The group “No Cell Outs” is pushing the City Council and other city departments to revisit these device approvals and put stronger controls in place regarding wireless transmitters within communities.

Discussion took place on the guest parking spaces. It was noted that the parking spaces are not long enough to install bumper stops. PML will reply to the homeowner who was concerned about vehicles parking in guest parking and hitting plantings located at the front of the parking spaces.

**Manager’s Report** – No additional information.

**UNFINISHED BUSINESS**

Large Tree Fire Break – Consider proposals – PML has received two proposals to perform this work as follows:

Davey Tree - \$99,950

Arboreal - \$58,912.40

After a site visit, Kings Mountain declined to bid. Arborco did not respond to the RFQ. In total,

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PML solicited bids from 6 tree companies. After discussion, on a motion duly made and seconded and passed by unanimous vote, the Board approved Arboreal to perform this work.

**NEW BUSINESS**

Discuss Plan for Reserve Study Update – PML reported that the company that did the reserve study last time, Golden Consulting, is no longer doing reserve studies. PML will request proposals from other companies.

Proposals for the 2024 Large Tree Maintenance work noted in the Tree Management Experts report:

Davey Tree: \$68,750

Loral Tree Service: \$23,095

Arboreal: \$32,799

After discussion, on a motion duly made and seconded and passed by unanimous vote, the Board approved Arboreal to perform the 2024 Large Tree work needed. It was approved but requested that PML reach out to Arboreal and find out if both the 5-year fire break work and this proposal are approved if they would be willing to offer a discount on both projects, if done at the same time.

**CORRESPONDENCE REVIEW**

None at this time

**ADJOURNMENT**

There being no further business before the Board, the Meeting adjourned at 7:15 pm. The next Open meeting of the Board will be held on July 23, 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