

SUGARLOAF HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 March 26, 2024

CALL TO ORDER The March 26, 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, 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 February 27, 2024, Board of Directors Open Meeting minutes were approved as submitted. The next open Board meeting will be held on April 23, 2024, at the San Mateo Senior Center.

REPORTS

Financial Statement Review - The Board reviewed the February 29, 2024, financial statement.

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	1,363	182,460	180,806	1,654	180,840
Total Maint. & Repairs	2,400	4,800	12,142	7,342	72,840
Total Utilities	1,205	402	5,514	5,112	33,080
Total Admin. Expenses	4,752	9,178	9,056	(122)	54,330
Operating sub total	8,357	14,380	26,712	12,332	
Total Reserve Expenses	0	0	6,916	6,916	41,492
Total Expenses	8,357	14,380	33,628	19,248	170,248
Total Assets		552,771			12,783
Total Liabilities		10,525			
Total Fund Balances		542,246	353,585	est yr end bal	109%

It was

reported that the Association is on budget for the current fiscal year.

Landscape Committee – The following was reported:

It was reported that there were a few irrigation leaks that have now all been repaired.

There are a total of 57 trees noted for trimming in 2024, it was requested that PML solicit proposals (minimum 3) for this work.

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>
03/01/2024	1557 De Anza	Replacing of two rear sliding glass doors	Approved 03/04/2024

HOA Approved Exterior Paint Colors Update: It was reported that Gray's Paint has agreed to match the exterior paint colors that were originally prepared by Kelly Moore, who is no longer in business, for the color palate. Gray's used Benjamin Moore paints to match the current approved color schemes, and the

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work was done at no cost to the HOA. Gray's has completed matching all the colors and has produced a binder of color samples. The existing HOA paint boards are still valid since Gray's is matching those colors. It is the formulas that are changing since they are now based on Benjamin Moore paint materials. The updated paint formula list is now posted to the HOA website in the architectural area. Gray's Paint has multiple stores in the area, including the main store in Burlingame.

Public Safety / Traffic Safety Committee –

Traffic Action Plan (TAP) Topic:

Bethany Lopez, Senior Engineer at the San Mateo Department of Public Works (DPW), attended the Board meeting to provide an update on the status of the Sugarloaf area TAP.

To start the conversation, HOA President Bob Kiss reminded the Board members of the history behind the TAP.

- The HOA's requests to DPW regarding traffic safety on De Anza Blvd began in 2014.
- In 2016, Sugarloaf attended a San Mateo Traffic Forum to again share concerns with speed control on De Anza.
- In Dec 2018, after no apparent action from DPW, the HOA again requested attention for the safety concern. Bethany Lopez was assigned to develop a TAP.
- In Feb 2020, Bethany presented the drafted TAP to the Sustainability & Infrastructure Commission (S&IC) for approval. This plan included several traffic safety improvements in the Sugarloaf development area, including a recommendation by DPW for speed cushion installation on De Anza between Parkwood and Cherrywood. The S&IC approved all TAP elements *except* the De Anza speed cushions. The reason for denying that element of the TAP was based on feedback from a resident on Parkwood Drive north of De Anza (not in Sugarloaf HOA, part of Laurelwood area) who expressed concern that speed cushions on De Anza would result in traffic diverting to Parkwood (north) as an alternate route to Hillsdale Blvd. DPW was instructed to further study the traffic safety issue.
- In Oct 2020, several TAP elements were executed, including new crosswalks at Parkwood and De Anza along with pedestrian flashers, and center-line striping and sideline striping on Parkwood south of De Anza (hilly section) to guide traffic away from curbs and reduce speed.
- In Jan 2021, DPW stated that a traffic survey was being prepared to query Laurelwood area residents to help refine TAP approach for De Anza.
- Between Jan 2021 and Mar 2024, the HOA periodically inquired with DPW on status, but DPW did not report any progress.
- Mar 2024 – The HOA Board and Traffic Safety Committee made efforts to pressure DPW to take action. The first step was to attend a DPW public session on the new *Complete Streets* program and express the HOA's frustration in seeing no progress on the existing TAP while learning of resourcing (people and money) being applied to a new program focused on street safety. The second step was to invite Bethany Lopez to the Mar 2024 Board meeting to provide a status update. Bethany agreed to attend.
- Bob concluded the review by stating that the HOA is extremely disappointed that there still appears to be no real progress on the De Anza traffic safety issue more than four years after the TAP was completed and more than ten years since the HOA originally brought concerns to DPW.

Notes from Bethany's Update:

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- DPW has changed the approach for addressing the concern raised regarding potential traffic diversion to Parkwood North. Instead of conducting a Laurelwood resident broad traffic safety survey, DPW will give the area residents a choice between having speed cushions on Parkwood North to “equalize” the situation or to not have cushions on Parkwood North – after being informed that cushions are intended for installation on De Anza. This would be accomplished via a mailer. A 50% resident response must be received to close the process. A minimum of two-thirds must be in favor to result in the installation of cushions on Parkwood North.
- The mailer had not yet been developed by DPW, but the target for doing so was stated as by the end of April 2024. A four-week response window would be provided. DPW targets to have the response summary by June or July.
- After the Laurelwood survey is complete, DPW would initiate the procurement process for the De Anza cushions (and the Laurelwood cushions, if indicated). The HOA asked if the procurement process could start in parallel with the survey process since DPW stated that cushions are intended to be installed on De Anza. It was unclear to the HOA as to why the procurement of De Anza cushions would need to be tied to the Laurelwood survey outcome. Bethany indicated she would look into the possibility of doing so.
- Bethany stated that the earliest she would expect De Anza cushions to be installed would be the end of 2024.
- The HOA Board thanked Bethany for attending the meeting and requested that she keep us posted on the status of the described process.

Manager’s Report –

UNFINISHED BUSINESS

Governing document Update Project Status/Election Rules – It was requested that PML send out the election rules and collection policy drafts that are needed as the final steps in the updates to the governing documents for review by the membership. Members will have until mid-May to provide any feedback. These two new documents will be finalized and approved at the May Board Meeting.

2024 Election (BOD/Tax Resolution) Process Completion - The election officials confirmed that the Association received 102 cast ballots (102) in the annual election. The following was the results:

Board Election:

Bob Kiss received 98 votes. Elected to a two-year term

Zaven Khachadourian received 97 Votes. Elected for a two-year term.

Christine Sommers received 92 Votes. Elected for a two-year term.

Tax Reduction Resolution:

Passed with 100 Yes votes and 2 abstentions.

Large Tree Fire Break Project Completion of RFP Draft – It was reported that the large tree fire break project draft documents have been revised. Most notable was that two stated access points that used to exist have now been closed off with fences. Along with some other more minor items, it was requested that PML make the changes and send out for bids (minimum 3) on the project.

NEW BUSINESS

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- PML Performance Review – It was requested that Board Members perform a review of PML’s performance over the past year for discussion at the April Board Meeting.

CORRESPONDENCE REVIEW

- It was noted that the SMUHA membership form is due for renewal at \$60.00.

ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned at 6:47 pm. The next Open meeting of the Board will be held on April 23, 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