

SUGARLOAF HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 May 28, 2024

CALL TO ORDER The May 28, 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, Alan Robinson and Zaven Khachadourian. Board Member Mitra Sadeghi was absent. 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 April 23, 2024, Board of Directors Open Meeting minutes were approved as submitted. The next open Board meeting will be held on July 2, 2024, at 5:30 pm at the San Mateo Senior Center.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	(252)	182,667	180,812	1,855	180,840
Total Maint. & Repairs	3,165	11,165	24,284	13,119	72,840
Total Utilities	1,563	3,845	11,028	7,183	33,080
Total Admin. Expenses	5,726	21,816	18,112	(3,704)	54,330
Operating sub total	10,454	36,826	53,424	16,598	
Total Reserve Expenses	0	0	13,832	13,832	41,492
Total Expenses	10,454	36,826	67,256	30,430	201,742
Total Assets		533,026			(20,902)
Total Liabilities		13,475			
Total Fund Balances		519,551	374,487	Est yr. end bal 78%	109%

Board Treasurer, Mitra Sadeghi Was absent.

Landscape Committee – The following was reported:

It was reported that the water bills were running about \$1,000 over last year, this was due to some leaks earlier this year that were repaired.

PML reported that they have not heard from the owner of the home on Cherrywood where the fence was damaged by a fallen tree. It was agreed by the Board to pay for the fence repair after reviewing a proposal for the work scope and cost. PML was instructed to follow up with the homeowner about them sending in a 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>
05/21/2024	3413 Cheryl Court	Replace fence on one side of their backyard	Approved 05/21/2024

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05/13/2024	1661 De Anza	Installation of a new roof	Approved 05/15/2024
05/08/2024	3404 Cheryl Court	Installation of a new roof	Approved 05/15/2024

The Board performed the exterior audit last week. A list of observed issues will be sent to PML to prepare and send out notices indicating needed repairs and responses.

Public Safety / Traffic Safety Committee –Board President, Bob Kiss, reported that he got contact information for the Denali HOA Board Members and made contact with the Board President via email to discuss the tennis court resurfacing project. The information received from the President did not indicate that the project is moving forward at this time. After discussion, it was agreed that Bob will speak in person to the Denali President about moving the project forward ASAP, the report back to the Sugarloaf Board.

No new information available from the Department of Public Works (DPW) on the Traffic Action Plan. It was mentioned, however, that someone thought they had seen information posted on NextDoor about a survey of the “north” Parkwood residents having been started. Post-Meeting Note: It was confirmed that residents in the Laurelwood area posted on NextDoor that they had received a survey from DPW about speed cushions proposed on Parkwood between De Anza and Glendora. So, it does appear that DPW has initiated the process described to us at our March Board meeting.

Manager’s Report – It was reported that PML has gone out for tree trimming proposals for the needed work noted in the arborist report for 2024. PML has yet to receive any of those proposals back but will have them for the next Board meeting.

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
Loral Tree declined to bid on the project, so PML did send the RFP to Kings Mountain and Arborco a few weeks ago. PML is still pending those proposals. It was requested that PML get a soft copy of the Arboreal proposal to better see the tree locations and color coding.
- Governing documents – Review Election rules/Collection Policy after member Feedback – Neither PML nor the Board of Directors have received any feedback on the updated Election Rules or Collection Policy. On a motion duly made and seconded and passed by unanimous vote, the Board adopted the new Election Rules and Collection Policy.
- PML Performance Review - PML provided responses to the PML performance review by the Board. It was requested that PML provide an updated 2024 PML contract and also to have administrative assistant, Sabrina Davis, at the July 2, 2024, Board Meeting.

NEW BUSINESS

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2024 Weed Abatement Proposal – The Board reviewed the proposal from Cozzolino Landscaping for \$11,495.00 to perform the annual weed abatement work, which would likely be within the next month as based on weather.

Last year the cost was \$10,450. On a motion duly made and seconded and passed by unanimous vote, the Board approved for Cozzolino to proceed with the work at the cost of \$11,495.00 as soon as the weeds are in the right condition.

CORRESPONDENCE REVIEW

None at this time

ADJOURNMENT

There being no further business before the Board, the Meeting adjourned at 6:50 pm. The next Open meeting of the Board will be held on July 2, 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