

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

CALL TO ORDER The November 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, Alan Robinson, Mitra Sadeghi and Zaven Khachadourian. Board Member Christine Sommers was absent.

Joseph D'Agostino from PML Management attended the meeting.

OPEN FORUM

- There were no open forum items discussed.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, and passed by unanimous vote, the October 22, 2024, Board of Directors Open Meeting minutes were approved as submitted. The next open Board meeting will be held on January 21, 2025, at 5:30 pm at the San Mateo Senior Center.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	44	186,016	180,830	5,186	180,840
Total Maint. & Repairs	4,140	43,298	60,710	17,412	72,840
Total Utilities	4,367	18,008	27,570	9,562	33,080
Total Admin. Expenses	4,095	48,004	45,280	(2,724)	54,330
Operating sub total	12,602	109,310	133,560	24,250	
Total Reserve Expenses	105,803	140,466	34,580	(105,886)	41,492
Total Expenses	118,405	249,776	168,140	(81,636)	201,742
Total Assets		318,135			(20,902)
Total Liabilities		8,183			
Total Fund Balances		309,951	374,487	Est yr. end bal 78%	109%

Board Treasurer Mitra Sadeghi and the Board discussed one homeowner who is delinquent with the payment of annual assessments.

Landscape Committee – The following was reported:

Discussion took place regarding poison oak removal, and it was requested that PML reach out to the owner on Cherrywood to set up a meeting to discuss cost-sharing. The homeowner had requested he poison oak removal outside their fence area bordering with Sugarloaf property. It was also noted that it appears that the water usage will come in on budget for this fiscal year.

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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>
10/23/24	1658 Sugarloaf Drive	Installation of Replacement Fencing	Approved 10/27/24

It was reported that all of the Audit letters were sent out last month and all are in the meeting packet.

Public Safety / Traffic Safety Committee –Board President, Bob Kiss, reported that there is a San Mateo Sustainability and Infrastructure Commission (SIC) meeting tomorrow evening that is relevant to the small cell devices (for wireless high speed internet access) that are in the process of being installed within Sugarloaf, two on Parkwood Drive and one on De Anza. There are proposed changes to the city’s ordinance that will put more stringent restrictions on these types of devices, including not being allowed to be installed within 300 ft of a residential home. Unfortunately, those changes will probably not affect the devices already located within Sugarloaf HOA since those permits were approved under the original ordinance.

It was also reported that Public Works will be contacted to follow up on the status of speed cushion installation (traffic calming) on De Anza Blvd. This work is part of the approved Sugarloaf area Traffic Action Plan.

UNFINISHED BUSINESS

- **Reserve Study Update & 2025 Budget Outcome** –The 2025 budget was mailed to the homeowners in early November with no increase in the annual dues (\$800/yr). It was also noted that the reserve study update has been completed.
- **Review and Approve Proposed Fine Policy Updates** – The Board discussed the following additions to the Fine Policy for Sugarloaf.
 - 1) Animal violations such as allowing dogs to be off leash in the common areas (including public streets within the HOA boundaries) or not picking up dog poop. It was noted that the excessive barking issue was removed since the city of San Mateo already has a process in place to deal with this challenging problem. The fine would be \$50.00 for each violation.
 Storing a non-registered vehicle in driveways or anywhere else visible within the HOA. The fine would be \$100.00 for each violation per month if the vehicle is not removed. On a motion duly made and seconded and passed by unanimous vote, the Board approved for the additions to be sent to the homeowners for a 30-day review and comment period. Once the 30-day period is completed and any updates made as a result of that review, the new rules and fines can be adopted by the Board.

NEW BUSINESS

SUGARLOAF HOMEOWNERS ASSOCIATION

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- Review Draft Annual Meeting packet/Set Meeting Date – PML prepared the annual meeting packet for review and comment. They also sent the 2024 Annual Meeting minutes for review. Due to some conflicts with Board Members calendars it was decided that the Annual Meeting of the members would be held one week earlier on January 21, 2025.

CORRESPONDENCE REVIEW

- It was requested that PML send out Board Candidacy forms to Mitra and Alan.

ADJOURNMENT

There being no further business before the Board, the Meeting adjourned at 6:15 pm. The next Open meeting of the Board will be held on January 21, 2025, immediately after the Annual Meeting 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