

**SUGARLOAF HOMEOWNERS ASSOCIATION**  
 Minutes of the Board of Directors Meeting  
 October 22, 2024

**CALL TO ORDER** The October 22, 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 and Zaven Khachadourian. Board Members Christine Sommers and Mitra Sadeghi were absent.

Joseph D'Agostino from PML Management attended the meeting.

**OPEN FORUM**

- It was requested that PML check their software and find out why some emails sent are going to resident’s spam folders. In some cases, the emails are not being received at all, not even in spam folders. This has been a new occurrence over the past few months.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made and seconded, and passed by unanimous vote, the September 24, 2024, Board of Directors Open Meeting minutes were approved as submitted. The next open Board meeting will be held on November 26, 2024, at 5:30 pm at the San Mateo Senior Center.

**REPORTS**

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

|                            | Month  | YTD Actual | YTD Budget | Variance               | Yearly Budget |
|----------------------------|--------|------------|------------|------------------------|---------------|
| <b>Total Revenue</b>       | 106    | 185,972    | 180,827    | 5,145                  | 180,840       |
| Total Maint. & Repairs     | 14,120 | 39,158     | 54,639     | 15,481                 | 72,840        |
| Total Utilities            | 564    | 13,641     | 24,813     | 11,172                 | 33,080        |
| Total Admin. Expenses      | 3,878  | 43,909     | 40,752     | (3,541)                | 54,330        |
| <b>Operating sub total</b> | 18,562 | 96,708     | 120,204    | 23,496                 |               |
| Total Reserve Expenses     | 21,900 | 34,663     | 31,122     | (3,541)                | 41,492        |
| <b>Total Expenses</b>      | 40,462 | 131,371    | 151,326    | 19,955                 | 201,742       |
| Total Assets               |        | 440,816    |            |                        | (20,902)      |
| Total Liabilities          |        | 12,505     |            |                        |               |
| Total Fund Balances        |        | 428,311    | 374,487    | Est yr. end bal<br>78% | 109%          |

Board Treasurer Mitra Sadeghi was absent.

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

It was reported that water usage is now on track for the year, and it looks like the cost may be lower than last year.

Arboreal reported that they do remove poison oak. They will be providing a proposal to address the poison oak on HOA property near a home on Cherrywood. Once the Board reviews and approves of a proposal from Arboreal, it will be requested that PML reach out to the homeowner

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on Cherrywood to discuss next steps, potentially including cost sharing.

**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>      |
|----------------------|-------------------|----------------------------|--------------------|
| 09/23/24             | 1521 De Anza Blvd | Installation of Fencing    | Approved 10/01/24  |
| 10/01/24             | 1412 De Anza Blvd | Installation of Fencing    | Approved 10/06/24. |

**Public Safety / Traffic Safety Committee** –Board President, Bob Kiss, reported that there is a San Mateo Sustainability and Infrastructure Commission (SIC) meeting tomorrow evening with an update on the small cell devices (for wireless high speed internet access) that are in the process of being installed, two on Parkwood Drive in Sugarloaf, in San Mateo. There are proposed changes to the city’s ordinance that would put further restrictions on these devices, including not being allowed to be installed within 300 ft of a residential home.

**UNFINISHED BUSINESS**

- **Large Tree Fire Break and Annual Maintenance** –Project is completed, including all the recommendations from the Fire Marshal.  
 The Board received a proposal from Arboreal to remove some poison oak. It was requested for PML to reach out to the owner on Cherrywood, who requested this removal of some poison oak that is on Sugarloaf property, and notify them that a vendor has been identified and the HOA would like to discuss next steps.
  
- **Reserve Study Review and 2025 Budget Final Review/Approval** – The following items were requested to be added to the reserve study or otherwise clarified by the study firm:  
 Remove the amount to paint the monument sign, Item 1404, no need to paint the sign.  
 Item 1007 (Landscape/Irrigation) – Cut the amount in half from \$20,000 to \$10,000.  
 The budget that was updated with the September financials was discussed. On a motion duly made and seconded and passed by unanimous vote, the Board approved the 2025 budget with the changes to the reserve study noted above and with no increase in the annual HOA member dues this year.

**NEW BUSINESS**

- **Appoint Election Officials and appoint nominating Committee** – On a motion duly made and seconded the Board appointed, Laure McElligot and Vladimir Sadilek to act as the election officials for the election of directors and the tax reduction resolution. On a motion duly made and seconded and passed by a unanimous vote, the Board appointed Bob Kiss, Zaven Khachadourian and Christine Sommers to be on the nominating committee.

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- **Review/Update Fine Policy** – The Board discussed the following additions to the Fine Policy for Sugarloaf.
- Animal violations such as allowing dogs to be off leash in the common area or excessive barking, or not picking up poop. 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.

**CORRESPONDENCE REVIEW**

- The Board reminded PML to cc the Board on any letters sent out to residents.
- Waste bags observed behind a fence on De Anza in HOA commons space – PML to send a letter to the owner to remove immediately and end the practice.
- Smoking / Noise disturbance letter to resident on Parkwood – It was reported that a letter was sent to the homeowner and residents at the involved Parkwood residence regarding the smoking ordinance for the City of San Mateo after a complaint. It was also mentioned in the letter that young children should not be allowed to play in the open space on the hillside due to dangers that include slopes, poison oak, and snakes.

**ADJOURNMENT**

There being no further business before the Board, the Meeting adjourned at 7:05 pm. The next Open meeting of the Board will be held on November 26, 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