

SUGARLOAF HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 September 24, 2024

CALL TO ORDER The September 24, 2024, open Board meeting, at the San Mateo Senior Center located at 2645 Alameda de las Pulgas, was called to order at 5:43 PM. Board members present were Bob Kiss, Mitra Sadeghi, Alan Robinson and Zaven Khachadourian. Board Member Christine Sommers was absent.

Joseph D'Agostino and Sabrina Davis 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 August 27, 2024, Board of Directors Open Meeting minutes were approved as submitted. The next open Board meeting will be held on October 22, 2024, at 5:30 pm at the San Mateo Senior Center.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	2835	185,866	180,824	5,042	180,840
Total Maint. & Repairs	4,200	24,884	48,568	23,684	72,840
Total Utilities	2,264	13,077	22,056	8,979	33,080
Total Admin. Expenses	4,360	40,031	36,224	(3,807)	54,330
Operating sub total	10,824	12,763	27,664	14,901	
Total Reserve Expenses	995	12,763	27,664	14,901	41,492
Total Expenses	11,819	90,755	134,512	43,757	201,742
Total Assets		483,176			(20,902)
Total Liabilities		14,355			
Total Fund Balances		468,821	374,487	Est yr. end bal 78%	109%

Board Treasurer, Mitra Sadeghi, reported that the new bill pay system (Avid Exchange), is up and running and working well for the Board members.

Landscape Committee – The following was reported:

It was reported that water usage is now on track for the year.

Large Tree Five-Year Firebreak and Annual Trimming Projects - It was reported that, Bob Kiss and Zaven Khachadourian walked some locations around the property with Arboreal to look at a few items that remain to be completed as part of the large tree project closeout. One homeowner requested to get some wood chips from the work, so Arboreal left some on Parkwood Drive near the tennis courts. They left a lot more than the one load requested, so the Board asked PML to send a notice out to the members and tell them to feel free to take as much as they want. Arboreal

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will be back on Friday 9/27 to pick up any remaining wood chips. During the project Arboreal did encounter yellow jackets at some locations which impacted their ability to remove some large trunks and large limbs.

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 on Cherrywood to discuss sharing the costs of removal.

It was requested that PML send the reimbursement request to the city of San Mateo for their share of the annual brush trimming firebreak 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>
09/12/24	1940 Parkwood Drive	Exterior Painting – Scheme H	Approved 09/12/24
09/11/24	3400 Chris Lane	Downspout Replacement and Painted to match existing colors.	Approved 09/13/24

It was reported that another architectural request will be coming in from a homeowner who wants to extend the fence for his property to address erosion caused by deer and people moving through the area.

Public Safety / Traffic Safety Committee – Board President, Bob Kiss, reported that the coyotes are back in numbers around the property as noticed by the howling in the evening hours. Members are reminded about the dangers to children and pets.

UNFINISHED BUSINESS

- **Large Tree Fire Break and Annual Maintenance/Additional Proposal** – It was reported that these projects are almost completed, with likely completion by end of September.
- **Reserve Study Review** – The following items were requested to be added to the reserve study or otherwise clarified by the study firm:
 - Painting of the street numbers at \$5,700 with a 7-year life span.
 - No need to paint the monument sign. It looks good, so remove from 2025 expense.
 - Move tennis court sealing and striping down to 12 years lifetime.
 - Keep reserve contribution at \$30,000
 - Item 1804 - there is no sewer line replacement needed
 - Item 1008 (Trees – Trim/Remove) - should be in operating, not reserves
 - Item 1007 (Landscape/Irrigation) - Not sure what type of project this would be used for.

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- **2024 Budget Draft Review** - PML has prepared an updated draft of the 2025 budget to include the August 2024 Financials. The Board reviewed the updated budget draft, final approval is pending the completion of any changes in the Reserve Study.

NEW BUSINESS

CORRESPONDENCE REVIEW

San Mateo County Fire Department has requested to be able to use the Sugarloaf property to shoot a wildland fire awareness video. On a motion duly made and seconded and passed by unanimous vote, the Board approved the Fire Department use of Sugarloaf common area to shoot this video.

Home on Parkwood drive where neighbors are complaining about smoking and excessive noise, and children playing in the canyon area. It was requested that PML send a letter to the property manager for this home reminding them of the smoking and noise ordinances with the City of San Mateo as well as in the Sugarloaf governing documents. In addition, they should also be reminded of the potential dangers (rattlesnakes and poison oak, etc.) in the canyon areas.

It was noted that someone has constructed bike ramps that can be seen behind some homes on Toyon Court. It is unclear if these ramps are on the HOA's common area or city property.

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 October 22, 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