

**SUGARLOAF HOMEOWNERS ASSOCIATION**  
Minutes of the Board of Directors Meeting  
August 26, 2025

**CALL TO ORDER** The August 26, 2025, open Board meeting, at the San Mateo Senior Center located at 2645 Alameda de las Pulgas, was called to order at 5:40 PM. Board members present were Bob Kiss, Alan Robinson and Aiden Sarabi.

Zaven Khachadourian and Mitra Sadeghi were absent.

Joseph D'Agostino and Sabrina Davis represented PML Management.

**OPEN FORUM**

Homeowners from 1900 Parkwood Drove submitted an ACC form to extend and install a new fence and gate today. The owner was present and discussed the project being requested due to the damage that deer are doing to their landscape as well as other items in their yard. It was noted that an additional gate will be installed within the new fence section to allow the Association's landscape company to gain access to the common are for maintenance as needed. The Board reported that having just received this today, the request will need to be reviewed. The decision of the Architectural Control Committee will then be sent to this homeowner.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made and seconded, and passed by unanimous vote, July 22, 2025, Board of Directors Open Meeting minutes were approved as written. The next open Board meeting will be held on September 23, 2025, at 5:30 pm at the San Mateo Senior Center.

**REPORTS**

**Financial Statement Review** - The Board reviewed July 31, 2025, financial statement.

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	25.00	183,304	184,937	(1,683)	187,900
Total Maint. & Repairs	2,400	31,343	41,125	9,782	70,480
Total Utilities	3,242	14,510	11,669	(2,841)	20,000
Total Admin. Expenses	3,978	31,905	32,844	939	56,300
<b>Operating sub total</b>	9,620	77,758	85,638	7,880	
Total Reserve Expenses	0	(913)	8,876	9,789	15,216
<b>Total Expenses</b>	9,620	76,845	94,514	17,669	161,996
Total Assets		406,112			25,904
Total Liabilities		12,260			
Total Fund Balances		393,852	323,436	est yr end bal 81%	

Treasurer Mitra Sadeghi was absent. Board President, Bob Kiss reported the following:

- There were no comments or questions about the July 31, 2025, financial statement.

## SUGARLOAF HOMEOWNERS ASSOCIATION

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

- Loral Tree Service has completed the 2025 large tree trimming.
- There was a complaint received regarding the landscaping appearance of a home on Sugarloaf Drive. A Board Member recently spoke to the tenant and was told that they would reach out to the owner regarding this matter. It was also noted that PML needs to update the contact information for the tenants at the property and reflect that the unit is a rental in the members database.
- The Landscape Chair (Zaven) had noted by email that he is tracking what appears to be a increase in water usage compared to this time last year. He has reached out to the HOA landscape contractor to review and potentially investigate.

***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>
06/20/25	1637 Toyon Court	Proposal to install an alternate dwelling unit	Denied 08/09/25
08/20/25	3501 Broadview Court	Replace existing deck with Trex decking	Approved 08/24/25

***Public Safety / Traffic Safety Committee*** –Board President, Bob Kiss, reported that the there is no update on the speed cushions that were projected by DPW to be installed in late July on De Anza Blvd, part of the Sugarloaf Traffic Action Plan. Homeowners along De Anza should be notified directly by Public Works a few weeks before the project start is officially scheduled.

***Property Managers Report*** – No Report

### UNFINISHED BUSINESS

- **Email Communication Initiative Next Steps**–The Board reviewed the “request for delivery of Association documents by e-mail” document that will be distributed by the Board members to owners who have not signed up to receive documents by email. Revisions were made and a final draft will be sent to the Board for their use.
- **Significant Architectural Changes – Review Best Practices** – Board Member, Aiden Sarabi, submitted a draft guidance to assist the Architectural Control Committee and the Board when reviewing proposed architectural changes. Board members were actioned to review and be prepared to discuss at the next Board meeting in September.

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**NEW BUSINESS**

- **Early Draft of the 2026 Budget Discussion** – The Board reviewed the first draft budget and noted they will be targeting specific expenditures to discuss at the next Board meeting. It was noted that a proposal has been received to prepare the annual Reserve Study update. Sabrina will send the proposal via email and ask for any feedback. Given that a full Reserve Study update was performed last year, this update can be of the abbreviated format.

**CORRESPONDENCE REVIEW**

- It was requested that PML send a letter to 1657 Sugarloaf Drive, reminding the new homeowner of the requirement (CC&Rs and San Mateo Municipal Code) that their garbage/recycling/compost cans may not be stored in front of the home other than on pickup day.
- PML noted that Denali HOA has changed property management firms. The new PM firm is SC Properties in San Mateo.

**ADJOURNMENT**

There being no further business before the Board, the Meeting adjourned at 6:40 pm. The next Open meeting of the Board will be held on September 23, 2025, 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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Bob Kiss President  
Sugarloaf HOA