

SUGARLOAF HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 December 9, 2025

CALL TO ORDER The December 9, 2025, 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 in person were Alan Robinson, Zaven Khachadourian, and Bob Kiss. Mitra Sadeghi joined via Zoom. Board Member Aiden Sarabi was absent. Joseph D'Agostino represented PML Management.

OPEN FORUM

No homeowners were present for open forum.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, and passed by unanimous vote, the October 28, 2025, Board of Directors Open Meeting minutes were approved as written. The next open Board meeting will be held on January 27, 2025. It will be after the Annual Meeting of the Members that takes place at 5:30 pm at the San Mateo Senior Center.

REPORTS

Financial Statement Review - The Board reviewed the October 31, 2025, financial statement.

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	74	184063	186710	(2,647)	187,900
Total Maint. & Repairs	2,400	46,568	58,750	12182	70,480
Total Utilities	2,888	23,863	16,670	(5,972)	20,000
Total Admin. Expenses	3,919	44,391	46,920	1,226	56,300
Operating sub total	9,207	114,822	122,340	7,518	
Total Reserve Expenses	720	839	12,680	11,841	15,216
Total Expenses	9,927	113,983	135,020	19,359	161,996
Total Assets		362,943			25,904
Total Liabilities		7,653			
Total Fund Balances		355,293	323,436	est yr end bal 81%	

Treasurer's Report

Treasurer Mitra Sadeghi reviewed the October 31, 2025, financial statement.

- There were no comments or questions about the October 31, 2025, financial statement.
- The Board noted that it appears that the rate of return dropped from 4% down to .25% on the most recent reserve statement from First Citizens Bank, when this account recently changed institutions. Board Treasurer Mitra Sadeghi will contact the bank and get more information on why this happened.

Landscape Committee – Landscape Committee Chair, Zaven Khachadourian reported the

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following:

- The first phase of the poison oak removal work on the hillside in the HOA common area bordering a home on Cherrywood Drive has been completed. It was requested that, after the HOA is billed by the contractor, PML then prepare an invoice and send it to the homeowner on Cherrywood who has agreed to split the cost of the removal with Sugarloaf. Several additional treatments of the area will occur over the next year.

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>
11/10/25	1813 Parkwood Drive	Installation of a new roof – GAF composite shingles in color Barkwood	Approved 11/16/25

Public Safety / Traffic Safety Committee —Board President, Bob Kiss, reported on the recent burglaries on November 29 within the Sugarloaf Development on Broadview Ct and Sugarloaf Drive. It was noted that there were some items stolen from one of the properties. The police are investigating these incidents. PML did send a notice via email on December 3 to all residents signed up for email communications regarding this matter. It was noted that one owner requested that PML reach out to the Police or Sheriff about increased patrols the Board took this topic up subsequently in the Annual Meeting planning discussion.

Property Managers Report - PML confirmed that they have sent a letter to the San Mateo Parks and Rec Department requesting they reimburse for their share of the 2025 fire safety brush clearing project.

UNFINISHED BUSINESS

- **Email Communication Initiative Status**—It was noted that some of the Board Members have completed canvassing the areas assigned to them and have had a good response. PML will send over an updated list noting owners who have signed up for email distribution over the past month or so.
- **Significant Architectural Changes – Review Best Practices draft** – This item is still pending further review and updating.

NEW BUSINESS

- **Review Draft 2026 Annual Meeting Agenda and Information Packet** – PML has prepared the draft of the 2026 Annual meeting agenda and information packet for review by the Board. The Board discussed the meeting agenda and agreed that the HOA president will invite the Sugarloaf area’s San Mateo Police Department liaison to speak at the Annual Meeting, especially given the two recent break-ins.

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CORRESPONDENCE REVIEW

- None at this time

ADJOURNMENT

There being no further business before the Board, the Meeting adjourned at 6:27 pm. The next Open meeting of the Board will be held on January 27, 2025, after the Annual Meeting of the Members to be held at 5:30, at the San Mateo Senior Center located at 2645 Alameda de las Pulgas.

Respectfully Submitted,

Attested by,

Joseph D'Agostino, CACM
PML Management Corporation

Bob Kiss President
Sugarloaf HOA