

SUGARLOAF HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
July 22, 2025

CALL TO ORDER The July 22, 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 were Bob Kiss, Alan Robinson and Aiden Sarabi.

Zaven Khachadourian and Mitra Sadeghi were absent.

Joseph D'Agostino, represented PML Management.

OPEN FORUM

- Homeowners from 1637 Toyon Court were present regarding a request to have an Accessory Dwelling Unit (ADU) installed on their property attached to their current home. It was reported that the Architectural Committee is still in the process of reviewing this request.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, and passed by unanimous vote, the June 24, 2025, Board of Directors Open Meeting minutes were approved as written. The next open Board meeting will be held on August 26, 2025, at 5:30 pm at the San Mateo Senior Center.

REPORTS

Financial Statement Review - The Board reviewed June 30, 2025, financial statement.

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	(111)	183,280	184,346	(1,066)	187,900
Total Maint. & Repairs	15,218	28,943	35,250	6,307	70,480
Total Utilities	2,991	11,268	10,002	(1,266)	20,000
Total Admin. Expenses	3,813	27,927	28,152	225	56,300
Operating sub total	22,022	68,138	73,404	5,266	
Total Reserve Expenses	0	(913)	7,608	8,521	15,216
Total Expenses	22,022	67,225	81,012	13,787	161,996
Total Assets		412,233			25,904
Total Liabilities		10,785			
Total Fund Balances		403,448	323,436	est yr end bal 78%	81%

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

- There was a charge from ASAP of \$117.00 due to the fact that PML provided the wrong or at least not current information about the homeowner for a unit delinquent on dues that was recently sold. For this reason, PML agreed to cover the \$117.00 cost from ASAP. PML requested to update the invoice system to remove this from awaiting Board member approval.

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Landscape Committee – The following was reported:

- Loral Tree Service has scheduled the large tree trimming to start on July 28, 2025. Project should take two days to complete.
- It was requested that PML reach out to Cozzolino regarding completion of an area of brush trimming on Parkwood Drive that was missed during the original work project.
- It was reported that an irrigation valve located near 1900 Parkwood Drive has failed and is in the process of being repaired.

Architectural Committee – The following architectural approvals were granted since the last Board meeting:

<u>Date</u> <u>Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
06/16/25	1656 Toyon Court	New Deck and New Windows	Approved 06/26/25
06/13/25	1640 Toyon Court	Deck rebuild	Approved 06/29/25
06/23/25	1654 De Anza Blvd	Solar Installation	Approved 06/30/25

Public Safety / Traffic Safety Committee –Board President, Bob Kiss, reported that the speed cushions on De Anza Blvd, part of the Sugarloaf Traffic Action Plan, are still being reported by Public Works to be targeted for installation beginning at the end of July 2025. There is no further information at this time. Homeowners along De Anza should be notified directly by Public Works a few weeks before the project start is officially scheduled. The HOA does not have visibility into that notification process since it comes straight from the city.

Property Managers Report – No Report

UNFINISHED BUSINESS

- **Email Communication Initiative Next Steps**—PML has sent to the Board a list of which homes are not on Email Distribution so the Board Members can reach out to them. The Board is still developing the plan for making this happen.

NEW BUSINESS

- **Significant Architectural Changes – CCRs Clarifications** – The Board discussed drafting some guidance to help in the review process for projects proposing to make significant architectural changes to homes. It was agreed this could be of value, so the Board will continue to pursue a draft in the coming months.

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- PML shared with the Board information about AB130, a new law establishing an upper limit (\$100) for fine amounts that can be imposed by HOAs. The Board noted that Sugarloaf HOA is already generally in compliance with AB130 with only some minor updates needed to the fine policy.

CORRESPONDENCE REVIEW

The Board reviewed correspondence from a homeowner concerned with CC&R compliance issues at a neighbor's home and formally requesting a response from PML.

ADJOURNMENT

There being no further business before the Board, the Meeting adjourned at 6:30 pm. The next Open meeting of the Board will be held on August 26, 2025, 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

Bob Kiss, President
Sugarloaf HOA