

SUGARLOAF HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
July 28, 2026

CALL TO ORDER The July 28, 2026, 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 Zaven Khachadourian, Alan Robinson, Mitra Sadedhi, Aiden Sarabi and Bob Kiss. 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 May 26, 2026, Board of Directors Open Meeting minutes were approved as submitted. The next open Board meeting is currently scheduled to be held on August 25, 2026.

REPORTS

Financial Statement Review - The Board reviewed the June 30, 2026, financial statement.

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	327	183,252	182,882	370	184,960
Total Maint. & Repairs	15,089	26,645	36,180	9,535	72,340
Total Utilities	2,831	12,929	15,384	2,455	30,760
Total Admin. Expenses	4,079	29,963	28,470	(1,293)	56,920
Operating sub total	21,999	69,337	80,034	10,697	
Total Reserve Expenses	0	0	2,724	2,724	5,457
Total Expenses	21,999	69,337	82,758	13,421	165,477
Total Assets		471,826			
Total Liabilities		22,264			
Total Fund Balances		449,562	354,617	est yr end bal 90%	

Treasurer's Report

- The Board reviewed the May 30, 2026, financial statement.
- Board Treasurer, Mitra Sadeghi reported on progress of looking into new investments for of the Association's Reserve Funds, potentially into CD's and/or T-bills. Recommendations will be made at the August Board Meeting.

Landscape Committee – Landscape Committee Chair, Zaven Khachadourian, reported the following:

- The poison oak removal and treatment on Cherrywood continues. Arboreal came back recently with a free treatment since a scheduled treatment was missed. It was noted that there is a home on one of the lanes off De Anza that has poison oak growing in the front yard along the sidewalk on De Anza. Board President, Bob Kiss, directly informed the homeowner in person about this and expects it to be removed soon. The

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observation is documented in the Annual Audit records.

- Update on water usage will be given at the August Board Meeting.
- There was a reported water leak near the common space bordering 1573 De Anza Blvd. The HOA landscaper crew (Cozzolino) was able to troubleshoot and get the water flow shut off. The homeowner at 1573 is following up with Cal Water since that meter appears on their bill.

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>
06/22/2026	3401 Allison Court	Removal of Furnace and installation of a heat pump system	Approved 06/23/2026
07/06/2026	3405 Allison Court	Exterior Painting in Scheme E	Approved 07/06/26
07/20/2026	1838 Parkwood Drive	Exterior Painting in Scheme G	Approved 07/23/26
07/20/2026	1505 De Anza Blvd.	Replace Driveway with paver stones	Approved 07/23/2026

Public Safety / Traffic Safety Committee –It was reported that there was a rattlesnake in the front yard of a home on upper Parkwood Drive recently. The homeowner reached out for help and was told to contact Got Snakes (www.gotsnakes.org). It was also noted that there is substantial coyote activity in the canyon areas.

Next Tuesday August 4, 2026 is National Night Out. A pot-luck event is planned for the corner of Broadview and Parkwood.

Property Managers Report – The Managers report was provided as a part of the meeting.

UNFINISHED BUSINESS

- Email Communication Initiative Status Update – No new information to report.
- Significant Architectural Changes-Review Best Practices Draft – It was reported that this document has been completed after final review and edits by Aidin (primary author) and Bob. This is now available for the Architectural Control Committee and the Board to use as appropriate when reviewing architectural change proposals.
- Rental Properties CC&Rs Compliance Gaps Review – No new information to report.
- 2026 Large Tree Project Status/Additional tree work proposal from Arboreal – The Board reviewed a proposal from Arboreal to perform additional tree trimming based on their observations made during the 2026 Large Tree Project execution. It was requested that

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Arboreal be asked to revise the current proposal to focus on the tree removals first, and not exceed \$5,000 total. In addition, a question was raised about the fuel surcharge and debris removal fees being exactly the same and whether that was a typo. Bob will ask Arboreal to answer the questions and issue an updated proposal. The Board agreed to consider any unfinished work from the original proposal later in the year when it will be more clear whether there are additional funds available from the 2026 budget.

- Annual Brush Trimming Project Completion Review – It was noted that the San Mateo Fire Department (Fire Marshal's staff) reviewed on site the brush trimming work as part of this year's firebreak program. No significant issues were noted. A summary of the visit and findings will be generated by Bob Kiss (was present during the visit) and submitted to SMFD for their approval. Once that approval has been received, PML will be requested to submit for reimbursement from the city of San Mateo.

NEW BUSINESS

- Begin Planning for Reserve Study Update – It was reported that the updated reserve study is in the process of being completed for HOA review.
- 2026 Financial Review and Tax Preparation – Proposal from Marcello Lara to perform the financial review and prepare the tax returns. Total cost is \$1,800. On a motion duly made and seconded and passed by unanimous vote, the Board approved Marcello Lara to perform the 2026 financial review and prepare the 2026 tax returns.

CORRESPONDENCE REVIEW

None

ADJOURNMENT

There being no further business before the Board, the Meeting adjourned at 6:55pm. The next Open meeting of the Board is currently scheduled to be held on August 25, 2026, at 5:30pm 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