

SUGARLOAF HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
May 26, 2026

CALL TO ORDER The May 26, 2026, 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 Zaven Khachadourian, Alan Robinson, and Bob Kiss. Board Members Aiden Sarabi and Mitra Sadeghi were 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 April 28, 2026, Board of Directors Open Meeting minutes were approved as submitted. The next open Board meeting is currently scheduled to be held on June 23, 2026.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	197	182,694	182,188	506	184,960
Total Maint. & Repairs	2,400	9,156	24,120	14,964	72,340
Total Utilities	2,623	7,756	10,256	2500	30,760
Total Admin. Expenses	4,159	20,085	18,980	(1,105)	56,920
Operating sub total	9,182	36,997	53,356	12,202	
Total Reserve Expenses	0	0	1,816	1,816	5,457
Total Expenses	9,182	36,997	55,172	18,175	165,477
Total Assets		491,224			
Total Liabilities		9,880			
Total Fund Balances		481,344	354,617	est yr end bal 90%	

Treasurer’s Report

- The Board reviewed the April 30, 2026, financial statement.
- The Board reviewed any delinquent accounts and, on a motion, duly made and seconded and passed by unanimous vote, the Board approved to turn three accounts over to Safe Harbor with ASAP collections.

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

- Jim Cozzolino is requesting an increase in the monthly landscaping maintenance fee. The increase of \$150.00 from \$2,400 to \$2,550 per month. Jim pointed out that they have not increased their monthly fee since 2011. Amount for the landscape contract in the 2026 budget is \$2,472 per month. The Board had no comments and accepts this increase.

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May 26, 2026

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>
05/07/2026	1637 Toyon Court	Solar Panels Installation	Approved 05/20/26.
05/04/26	1834 Parkwood Drive	Replace roofing (Presidential TL in Autumn Blend) and exterior painting (color scheme E)	Approved 05/04/26

Public Safety / Traffic Safety Committee –It was reported the hillside brush around Sugarloaf appears dry now, so the brush trimming (by Cozzolino) should be completed as soon as possible. PML noted that a proposal from Cozzolino has recently been received. It was also noted that homeowners have areas on their property that is their responsibility to clear, and this message will continue to be shared in the newsletters.

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

UNFINISHED BUSINESS

Email Communication Initiative Status Update – PML to send over an updated list of email addresses received to date.

Significant Architectural Changes-Review Best Practices Draft – Due to Board Member schedules, this item has yet to be completed.

Rental Properties CC&Rs Compliance Gaps Review – Board members reminded to provide any information about rental properties not currently shown as rentals in the PML database.

2026 Large Tree Maintenance Bids Review – PML has received three proposals to perform the annual large tree maintenance for 2026:

New Sky Tree Service: \$21,122.50

Arboreal: \$18,385.05

Loral Tree: \$11,927.50

After discussion, on a motion duly made and seconded and passed by unanimous vote, the Board approved Arboreal to perform the tree maintenance for 2026 at the cost of \$18,385.05.

NEW BUSINESS

Annual Brush Trimming as part of Fire Safety Program – The Board reviewed a proposal from Cozzolino to perform the brush clearing for \$11,970, same cost as last year. On a motion duly made and seconded and passed by unanimous vote, the Board approved this proposal to perform the annual brush trimming as part of the fire safety program.

CORRESPONDENCE REVIEW

The Board reviewed a letter from a homeowner regarding the front yard area at a neighboring property on Parkwood Drive.

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ADJOURNMENT

There being no further business before the Board, the Meeting adjourned at 6:25pm. The next Open meeting of the Board is currently scheduled to be held on June 23, 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