

#### PRESIDENT'S CORNER

**The Board Membership is Now Complete** – Thanks to some interested HOA members stepping up, the Board now has a full slate of directors. Victoria Butcher was appointed to the Board to serve in a vacancy open through 2019 into early 2020. Thanks to Victoria for volunteering her service, and also to our other recent new members, William Riley and Zaven Khachadourian. I look forward to working with each of them as we continue our mission.

**Outstanding Home Maintenance Award** – Congratulations to Yvonne and Johnny at 1817 Parkwood for having been recognized as Sugarloaf's 2019 recipient of the San Mateo Outstanding Home Maintenance Awards!! Yvonne and Johnny do a great job preserving the appearance of their home and landscaping, contributing to the Sugarloaf experience. To see all the winners: [www.cityofsanmateo.org/2624/Annual-Outstanding-Home-Maintenance-Awar](http://www.cityofsanmateo.org/2624/Annual-Outstanding-Home-Maintenance-Awar)

**National Night Out** – This year's National Night Out experience will be on Tuesday, Aug 6. This is a national event intended to raise crime prevention awareness and strengthen neighborhood spirit and unity. I've registered the Broadview/Parkwood "circle" for this year's event, which should bring us a police and/or fire staff visit. As in year's past, neighbors in that area will be encouraged to join a pot luck dinner at the circle (others welcome as well; please bring something). Other neighborhoods within Sugarloaf encouraged to host events as well! For more information on the national event: [www.cityofsanmateo.org/1781/National-Night-Out](http://www.cityofsanmateo.org/1781/National-Night-Out).

#### **What's on the Board's Mind?**

##### **Important HOA Business This Month:**

**Fire Safety** – The annual brush clearing on the HOA common spaces in and around the canyons was completed in late June. The work will be inspected by the Fire Marshal's office to ensure compliance with fire code. Keep in mind that homeowners are responsible for fire safety on their own properties. We all received the typical annual fire safety notification from the Fire Marshal / Cal Fire emphasizing this aspect. If you have questions about the law, please visit the Cal Fire website for further information:

[https://calfire.ca.gov/communications/communications\\_firesafety\\_100feet](https://calfire.ca.gov/communications/communications_firesafety_100feet)

Thanks again for your support of our association.

Bob Kiss, HOA President ([president@sugarloafhoa.org](mailto:president@sugarloafhoa.org))

#### COMMITTEE REPORTS

**Architecture:** Please note that, per CC&Rs S6.0 *Architectural Control*, changes to or replacement of fences must be approved by the HOA. In addition, the committee calls your attention to CA Civil Code Section 841, which says adjoining landowners share equally the responsibility for maintaining fences dividing their properties.

**Annual Exterior Audit** – The HOA conducted its annual exterior audit in mid-May with a focus on exterior home structure appearance (paint, roofing, fencing) and landscaping. Owners of

properties identified as needing attention will soon be notified in writing of the issue and the needed timing for addressing the issue to maintain property values and keep the neighborhood looking nice. Please don't ignore these notices – fines may apply if ignored.

#### **Landscape:**

The following service items were completed during June by the HOA landscaping contractor, in addition to common area work:

- Brush clearing / weed abatement as per fire code
- Weekly trash pickup along sidewalks in the development
- Raked and removed dry twigs on slope below Highway 92
- Cut back and cleared poison oak in Cherrywood area
- Trimmed ivy at the Sugarloaf sign at De Anza/Parkwood
- Reviewed irrigation concern with Birch trees on De Anza

Phase 2 of the large tree maintenance program, with 92 trees on the list to be trimmed, has been completed. Periodic (~ every 5 years) fire protection 6-ft laddering trim on all trees within our 100 ft defensible fire space in the easements and common areas will take place during mid-July to mid-August.

**Trim for View** – If you want to trim in the common areas for views at your expense, here is the procedure:

1. Take a picture of the trees to be trimmed.
2. Get an estimate from a qualified tree company (must have a certified arborist on staff)
3. Submit all the above to Debbie at PML.
4. The Landscape Committee will review and determine approvability
5. The Homeowner pays for trim for view work.

Please do not trim/cut trees in common areas without approval. Common area trees that overhang a homeowner's yard are trimmed by the HOA only if a fire hazard.

The irrigation is back on in the common areas and easements. If you feel there is an irrigation problem, please contact PML.

#### **Public Safety:**

**"See Something / Say Something"**: Please keep an eye out for behaviors that don't make sense; call the police as necessary. Better safe than sorry. Use 650-522-7700 for non-emergencies.

**Traffic Safety** – As mentioned in the President's Corner, we've formed a Traffic Committee to work with the San Mateo DPW on improving traffic safety in our area. The first meeting with DPW was held in early July. We reviewed the list of concerns that have been provided by Sugarloaf residents, and prioritized the list so that DPW can develop their Traffic Action Plan based on our concerns. We will post that plan on our website once it becomes available to us. We cannot provide any update on likely actions or timing yet, but we are encouraged by the city's traffic engineer who has been assigned to work with Sugarloaf HOA.

**Wildlife Alert** – General reminder that we live in areas bordering on natural habitat for lots of wild animals. With deer come coyotes and mountain lions. And be advised that rattlesnakes do live in the canyons and hillsides. If you encounter a rattlesnake in or around your home area that is concerning, you may find useful information at [www.gotsnakes.org](http://www.gotsnakes.org), a Bay Area snake removal company.

#### PLEASE FOLLOW CC&RS AND CITY CODES

**Trash/Recycling (subject to fines)** -- Per CC&Rs Section 5.08 and SM City Code, bins need to be kept out of sight, except on pickup day or the day prior. SMMC 7.16.040 states that bins may not be placed out before 12pm the day prior to collection and must be removed by midnight on collection day. Bins may not be stored in sight from a street, neighboring lot, or common area. Let's all help keep the neighborhood looking nice.

**Visitor Parking (subject to fines)** -- We are still receiving complaints of homeowners and renters using the visitor parking spaces as their own private parking. Since there is no room for street parking on the private streets, there are specific areas for visitor parking, whether it is a visitor from out of town or visitors providing service (landscape, handy work, cleaning). These spaces must be kept available for visitors, per CC&Rs Sec 5.04(a), **subject to fine**.

**Other Parking Notes (subject to city fines/towing)** – Oversized vehicles are not permitted to be parked on public residential streets per San Mateo Ordinance 2013-8. It's also not allowed to park a vehicle on a driveway such that it is blocking the sidewalk.

#### OUR GOVERNING DOCUMENTS

As a reminder, the Association Bylaws and the Declaration (CC&Rs) are posted on our website for your convenience, but you will need a password to open them (password in your personal copy).

**Electronic Documentation** – If you'd prefer to receive your HOA documentation in electronic form, please contact PML to provide your approval to do so. It saves the HOA \$ and gives you better archiving capability for HOA docs. Win-win. Please consider.

#### EVENTS AROUND TOWN

**Farmer's Market:** Every Sat 9 am – 1 pm; College of San Mateo (W. Hillsdale & CSM Drive – Galileo Parking Lot 6).

**The Sky Tonight Planetarium Show:** This popular show takes place on the 2<sup>nd</sup> Friday of the month (next Aug 9) in the CSM Planetarium (Bldg 36). There are two shows, 7:30 and 8:30 pm, and admission is the best price - free! First come, first serve basis. [www.collegeofsanmateo.edu/astronomy/planetarium.asp](http://www.collegeofsanmateo.edu/astronomy/planetarium.asp).

**Notify Me!** The City of San Mateo makes it easy to stay up-to-date on city governance and the community. To sign up, visit [www.cityofsanmateo.org/notifyme](http://www.cityofsanmateo.org/notifyme).

**San Mateo County News** – information about county issues and events can be found at: <http://sanmateocountynews.com>.

#### HOW TO CONTACT PML/BOARD

To contact your association manager or place a request:  
**PML:** (650) 349-9113 (ext. 100 for reception or ext. 121 for Debbie, our property mgr), [debbie@pmlmanagement.com](mailto:debbie@pmlmanagement.com).

Visit the PML web site at: [www.pmlmanagement.com](http://www.pmlmanagement.com)

**HOA:** Submit your concern in writing (email okay) at least one week before the next Board meeting (4th Tuesday of each month). Attend the meeting to present your topic.

#### IMPORTANT NUMBERS

##### **PML Management Corporation**

655 Mariners Island Blvd., Suite 301

San Mateo, CA 94404-1011

Telephone/Fax: (650) 349-9113/ (650) 349-9190

E-mail: [debbie@pmlmanagement.com](mailto:debbie@pmlmanagement.com)

Life Threatening Emergencies: 911

Other Emergencies:.....(650) 349-9113

San Mateo Police (Non-Emergency) .....(650) 522-7700

#### YOUR BOARD of DIRECTORS

Bob Kiss <sup>1</sup>	President
Mitra Sadeghi <sup>2</sup>	Vice President
Zaven Khachadourian <sup>1</sup>	Treasurer
William Riley <sup>2</sup>	Secretary
Victoria Butcher <sup>1</sup>	At Large

<sup>1</sup>Term ends at 2020 election, <sup>2</sup>Term end at 2021 election

#### COMMITTEES

##### **Architecture**

Bob Kiss (chair) – (650) 212-5477

[architecturechair@sugarloafhoa.org](mailto:architecturechair@sugarloafhoa.org)

##### **Landscape**

Miles Dooher (chair) - [landscapechair@sugarloafhoa.org](mailto:landscapechair@sugarloafhoa.org)

Landscape or sprinkler concerns, contact Debbie at PML.

##### **Public Safety**

Bob Kiss (chair) – [publicsafety@sugarloafhoa.org](mailto:publicsafety@sugarloafhoa.org)

#### NEXT BOARD OF DIRECTORS MEETING

The next Meeting will be held on **Tuesday, July 23, 2019** at 5:30 pm at the San Mateo Senior Center, 2645 Alameda de las Pulgas.

##### **Board Meeting Agenda:**

1. Call to Order
2. Open Forum (5 min limit per topic)
3. Agenda Approval / Calendar Review
4. Approval of Previous Minutes
5. Reports (Treasurer, Landscape, Architecture, Safety)
6. Unfinished Business:
  - Open Board Position Appointment
  - Committee Memberships
  - PML Contract Renewal
  - Election Voting Process Discussion
7. New Business:
  - None expected
8. Correspondence Review
9. Executive Session (as needed)