

### PRESIDENT'S CORNER

**Annual Meeting / Board of Director Election Upon Us** - As mentioned previously, our Annual HOA members meeting will be on Thur Jan 23, 6pm, at the San Mateo Senior Center. In addition to the HOA business review, we will welcome guests San Mateo Police Lieutenant Art Sanchez (our area contact) and Bethany Lopez (Sr. Engineer with Public Works). In particular, Bethany will give us an update on the Sugarloaf area Traffic Action Plan that is being generated by her department based on the areas of concern we have shared (posted on our website). I hope you will attend to hear from Lt. Sanchez and Bethany Lopez, and ask them your questions. There will also be a surprise in store for those who attend! At the end of the meeting, there will be time to bring your questions to our Board of Directors as well.

There will be three Board positions up for election, and we'll also need to ratify the annual tax resolution. We vote by mail. The ballots will be mailed to you after the Annual Meeting, and you'll have 35+ days from receipt to return the ballot. There are four candidates for the three positions at this time – Zaven Khachadourian (incumbent), Robina Ramm (incumbent), Bob Kiss (incumbent), and Serguei Obeltchenko. **Please note that the election process cannot conclude until we have received a quorum (115 or more) of valid returned ballots.** It is critical to the ability to conduct HOA business that the election be completed as planned. If closure is delayed, HOA business may be delayed, including passage of the tax resolution (mandated by the IRS). Without the tax resolution closure, HOA fees would increase. **Please don't delay** – take the few minutes to complete and return your ballot in the stamped return envelope.

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

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

**Election Rules** – Due to the passage of SB323, the HOA has updated our Election Rules. Per the Bylaws, the draft was circulated to members, and is now final.

**Annual Assessment is Due Now** - Your annual assessment (no increase!) is due now and will be delinquent if not received by Feb 15. You can now pay online! Please don't forget to address this! If you didn't receive via US Mail or email, contact PML.

Thanks again for your support of our association.

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

### COMMITTEE REPORTS

#### **Architecture:**

**Exterior Changes** Reminder - Per our CC&Rs, exterior changes require HOA approval (includes, but not limited to, painting, roofing, fences, windows, balconies, solar panels, driveways & walkways, other structural changes). Landscaping (plants) does

not typically require approval, and modifications exclusively on the inside of your home do not typically require approval. There is often a neighbor notification requirement that triggers a need for HOA documentation. If in doubt on approval requirements, please ask – you can email or call the committee chair.

#### **Holiday Follow-Up:**

Thanks to everyone for the lovely holiday lights throughout the neighborhoods. Please plan to remove the decorations by no later than Feb 2.

**Christmas Tree Disposal:** Until Jan 31 by Recology - If 6 feet or less, put in your compost bin trunk up. If beyond 6 feet, leave at curb next to bin. Flocked trees okay.

**Landscape:** The following service items were completed during December by the HOA landscaping contractor:

- Opened trench at common area irrigation controller near 1656 Toyon for electrician to perform repairs
- V-ditch clearing in these channels to promote proper water drainage
- Raked leaves and debris behind 1826-1858 Parkwood on slope below Highway 92
- De Anza – Raked and trimmed in common area between houses
- Removal of dropped branches on Parkwood open stretch
- Weekly leaf and trash pickup along sidewalks in the development

**Irrigation System Status** – the common space irrigation is now shut off for the winter

**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 Roberta 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.

#### **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 previously, we've formed a Sugarloaf HOA Traffic Committee to work with the San Mateo DPW on improving traffic safety in our area. The committee has submitted to DPW the list of top traffic safety concerns in the Sugarloaf area (based on your input). Sugarloaf is next in line for DPW to generate a Traffic Action Plan (TAP) report (see our website under Public

Safety for more info). You may have noticed that a traffic speed survey on De Anza Blvd was completed, per our partnership with DPW. Please let the Board know if you'd like to join the committee or have additional traffic safety concerns to bring to the city's attention.

We'd also like to mention that parking of oversized vehicles is prohibited on San Mateo streets in residential areas. They're not only unsightly, but also could trigger traffic safety issues. You may have noticed the signs to this effect at the Highway 92 off ramps. An HOA resident was recently kind enough to engage the city about some dump trucks that had been appearing frequently on upper Parkwood, and it appears that issue is now resolved.

### 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. Notices were distributed in problematic areas. Progress was made, but some residents are reverting to bad behavior. The Board takes notice of this, and will take action. 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, etc.). These spaces must be kept available for visitors, per CC&Rs Sec 5.04(a), **subject to fine**.

### 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 newsletter 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 (Jan 10 / Feb 14) 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. 110 for Roberta, our property mgr), [roberta@pmlmanagement.com](mailto:roberta@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: [roberta@pmlmanagement.com](mailto:roberta@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
Robina Ramm <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

Zaven Khachadourian (chair) - [landscapechair@sugarloafhoa.org](mailto:landscapechair@sugarloafhoa.org)

Landscape or sprinkler concerns, contact Roberta 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 **Thu Jan 23, 2020**, at the San Mateo Seniors Center, 2645 Alameda de las Pulgas, immediately following the Annual HOA Members Meeting.

#### 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/Traffic)
6. Unfinished Business:  
Annual Meeting: Wrap-up Thoughts  
Updated Election Rules Closeout
7. New Business:  
Appoint 2020 Election Official  
Finalize 2020 Election/Ballot Packet
8. Correspondence Review
9. Executive Session (as needed)