

### PRESIDENT'S CORNER

**Have a Safe and Happy Thanksgiving & Happy Holidays!** – The Board wishes everyone a safe holiday season, especially during these trying times of the COVID-19 pandemic. As you know, the trends right now are heading in the wrong direction. Thanks to everyone for practicing physical distancing when out and about walking in the neighborhood! We hope everyone will follow the recommendations of our health experts when it comes to extended family gatherings.

As mentioned previously, please note that HOA Board meetings are now being held remotely via Zoom.

See more COVID-19 links and info under *Events Around Town*.

**Favorite Contractor?** – The HOA maintains on our website a list of painting contractors (under Architectural) that our members wanted to list for others to consider. We'd like to refresh the list, and potentially expand it, so are looking for your input. This includes painting, landscaping, and general repair ("handymen"). If you have someone you feel worth of being highlighted, please send the contractor's name and contact information to me and we'll get it into the mix.

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

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

**Call for Board Members for 2021 Election** – It's that time again, and we're putting out the call for candidates for the Board. In our annual election that will take place in late Jan / early Feb, there will be two Board positions up for election. These are two-year positions, and offers the opportunity to participate in the Board's discussions and decision-making on behalf of our HOA. We meet once per month. There are also opportunities to join committees for architecture, landscape, and public safety. Please contact PML or any Board member if you are interested. Thanks!

Thanks for supporting our HOA!

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, decks, 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.

**Winter Preparation** – We've had our first rain, and more is on the way. This is a good time to clear your gutters of debris and also

ensure your area drains are free of debris and will carry water to the curb drains.

**Landscape:** The following service items were completed recently by the HOA landscaping contractor, in addition to the weekly routine work maintaining common spaces:

- Temporary repair to water leak on slope behind Parkwood
- Removal of leaf debris along all sidewalk areas
- Trimmed shrubs in easement at Parkwood/Broadview interface
- Shrub trimming, leave raking and debris removal from drains in common areas on Douglas, Westwood, and Toyon Courts.

**Irrigation System Status** – The system has been turned off given the entry into the rainy season. Call or email PML if you observe any issues. Please don't touch the equipment unless an emergency.

**Trim for View** – Please do not trim/cut trees in common areas without prior approval. 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 Joe at PML.
4. The Landscape Committee will review and determine approvability
5. The Homeowner pays for trim for view work.

#### **Public Safety:**

**Traffic Safety** – You may have noticed some traffic safety improvements in the neighborhood. Two new crosswalks were provided at the De Anza / Parkwood intersection. A "Stop Ahead" sign was placed on Parkwood approaching De Anza from the north (by the apt complex). And the section of Parkwood between the tennis courts and Toyon was striped to better direct traffic flow and to help reduce speed. These were all elements of the Traffic Action Plan (TAP) which the Department of Public Works created based on Sugarloaf input. There are still elements of the plan that are under review and could result in further traffic safety actions. Please see our website under *Public Safety* for more information.

**COVID-19 Controls / Tennis Courts** – As a reminder, the tennis courts are open and we use them as partners with Denali HOA. Please note the posted signage indicating safety protocols to be followed during the pandemic. If you need a key to the court, please contact PML (\$50 non-refundable key fee).

**"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.

**Emergency Info** – Sign up for **San Mateo County's alert system** at [www.smcalert.info](http://www.smcalert.info) for email, text, or phone alerts.

## 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.

**Dog Controls (subject to fines)** – We like dogs, too! But, we don't like seeing the remnants of dogs that are not controlled or picked up after by their owners. Please be reminded that CC&Rs Sec 5.07 and San Mateo law requires dogs outside of your home/property be on leashes at all times and that owners pick up after their dogs. In addition, please be mindful of the safety of others around you if you are out walking your dog, especially if social distancing needs are in effect.

**Visitor Parking (subject to fines)** – Thanks to everyone who has been doing much better in complying with the visitor parking rules. 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 / COVID-19 & OTHER INFO

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

**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: [www.sanmateocountynews.com](http://www.sanmateocountynews.com)

### COVID-19 Information -

[www.smchealth.org/coronavirus](http://www.smchealth.org/coronavirus) - Health Orders found here  
[www.smchealth.org/post/san-mateo-county-covid-19-data-1](http://www.smchealth.org/post/san-mateo-county-covid-19-data-1)  
[www.cdc.gov/coronavirus/2019-ncov/index.html](http://www.cdc.gov/coronavirus/2019-ncov/index.html) - CDC info  
[www.covid19.healthdata.org/united-states-of-america](http://www.covid19.healthdata.org/united-states-of-america) - Institute for Health Metrics and Evaluation – also by state, worldwide metrics

**Emergency Info** – Sign up for **San Mateo County's alert system** at [www.smcalert.info](http://www.smcalert.info) for email, text, or phone alerts.

**Air Quality** - [www.purpleair.com](http://www.purpleair.com) or the IQAir Visual phone App.

## HOW TO CONTACT PML/BOARD

To contact your association manager or place a request:

**PML:** (650) 349-9113 (ext. 100 for reception or ext. 104 for Joe, our property mgr), [joe@pmlmanagement.com](mailto:joe@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 Tue of each month). Attend the meeting to present your topic at the Open Forum.

## 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: [joe@pmlmanagement.com](mailto:joe@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 2022 election, <sup>2</sup>Term ends 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 Joe 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 **Tue, Nov 24, 2020, 5:30 pm**, via Zoom. To join, go to [www.zoom.us](http://www.zoom.us), click *Join a Meeting* at the top. Enter Mtg ID 952 9283 7155 and Password SLNOV.

### 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, Public Safety)
6. Property Manager Report
7. Unfinished Business:  
Approve 2021 Budget
8. New Business:  
Annual Meeting (Jan 2021) Planning Discussion and Review of Draft Meeting Package
9. Correspondence Review
10. Executive Session (as needed)