

### PRESIDENT'S CORNER

**Shelter-in-Place at Sugarloaf** – It's definitely been a strange few months since our Annual Meeting in late January! The Board hopes that you and your families have remained safe and well during these trying times of the COVID-19 public health emergency. It's been great to see lots of walking and biking traffic around the neighborhoods, with everyone practicing physical distancing when out and about – keep up the great work, it's likely going to be a long while before these types of safety requirements are lifted.

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

**Fire Danger / Emergency Notifications** - If the COVID-19 challenges were not enough, the second half of August brought multiple fires in the Bay Area and the state, resulting in unhealthy air quality on multiple days. Good resources for checking air quality are [www.purpleair.com](http://www.purpleair.com) or the IQAir Visual smartphone App. In addition, considering signing up for **San Mateo County's new and improved alert system** where you can configure home/mobile phone, text, and email alerts by visiting [www.smcalert.info](http://www.smcalert.info). As discussed elsewhere in this newsletter, your Board continues to address Fire Safety as one of its ongoing priorities.

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

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

**Election Outcome** – The Board met in early August to complete the 2020 election process. Our appointed Election Officials dutifully counted the submitted ballots to determine the outcome:

The three Directors elected for two years (2020-2021) are Zaven Khachadourian, Robina Ramm, and Bob Kiss. The Tax Resolution passed. Details can be found in the August Board Meeting minutes.

**Fire Safety** - Your Board continues to work on fire safety in Sugarloaf. The annual brush clearing in all HOA common spaces on the hillside and canyon areas was completed in June. The San Mateo Fire Department inspected the work and gave their approval.

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.

**Exterior Audit** – The Board conducted its annual audit of exterior conditions around the HOA recently, focused on identifying needed repairs to landscaping, paint, roofs, fencing, etc. Owners of identified concerns will be receiving notifications very soon. We appreciate your prompt attention to the remediation needed.

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

- Annual brush clearing for fire safety
- Repaired sprinkler failure near 1858 Parkwood
- Removed downed tree limbs near 1838 Parkwood
- Removed trash dumped behind Allison Ct homes
- Trimmed areas behind Chris Lane
- Removal of leaf debris weekly along sidewalks

**Irrigation System Status** – Call or email PML if you observe any issues.

**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.

**Fire Safety** – Our annual brush clearing project for HOA common spaces as part of our overall HOA fire safety approach was completed in early June. Please note that you are responsible for fire safety mitigations on your private property, as per Cal Fire regulations. For more info: [www.readyforwildfire.org/prepare-for-wildfire/get-ready/defensible-space](http://www.readyforwildfire.org/prepare-for-wildfire/get-ready/defensible-space).

**Common Area Trees** - 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 if a fire hazard. We recently completed tree trimming/maintenance for those large trees identified by our arborist tree survey for 2020 attention.

#### Public Safety:

**COVID-19 Controls / Tennis Courts** – As many of you know, the tennis courts have been closed during most of the Shelter-in-Place period, initially as per San Mateo County Health Officer orders. The courts are owned and managed by Denali HOA, and Sugarloaf members are granted use access. The Sugarloaf Board has been in recent discussion with Denali about re-opening the courts. Stay tuned on our website for further announcements.

**"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.

**Wildlife Safety** – We share our area with various wildlife commonly observed – rabbits, deer, coyote, and also rattlesnakes. If you

encounter a snake in or around your home that is a danger, police, fire, or animal control services may not help you (considered wildlife). But, here are a couple of options we are aware of:

Animal Detectives (650-293-0370)  
[www.got snakes.org](http://www.got snakes.org) (925-997-3730)

#### 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 requires dogs outside of your home/property be on leashes at all times and that owners pick up after their dogs. There are also San Mateo city ordinances that speak to this. 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 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

#### 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 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: [roberta@pmlmanagement.com](mailto:roberta@pmlmanagement.com) (as of mid-September, **Joe D'Agostino will be our PM – [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 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 **Tue, Sept 8, 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 provided in your newsletter copy.

##### 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 Election Process: Elect Board Officers
7. New Business:  
Review First Draft 2021 Budget
8. Correspondence Review
9. Executive Session (as needed)