

### PRESIDENT'S CORNER

**Thank you** to those HOA members who attended our Annual Members' Meeting in late January via Zoom. We were fortunate to hear from San Mateo Mayor Eric Rodriguez and Department of Public Works Senior Engineer Bethany Lopez. The Mayor talked about elements from his recent *State of the City* presentation and held a Q&A session. Ms. Lopez gave an update on the Traffic Action Plan (TAP) status for the Sugarloaf area. Some of you may have noticed the flashing beacon recently installed at the Parkwood/De Anza crosswalk, and this is an element of the TAP.

I want to take this time to also remind everyone that **your 2021 annual assessment was delinquent as of Feb 16**. Thanks to everyone who has paid their dues. If you have a financial hardship, please contact PML or the Board in writing to request a payment plan. Please do NOT ignore your dues obligation. Talk to the Board/PML to work through it.

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

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

**Annual Election Process** – The HOA Annual process began in early February following our Annual Members' Meeting in late January when the slate of candidates was confirmed. To complete the process for electing two Directors, our Bylaws require that a quorum (51%, or 115 units) of valid ballots be cast. In the absence of a quorum, the election process cannot be completed, and the Board cannot conduct important activities, such as acting upon the annual tax resolution that allows the HOA to avoid paying excessive taxes. So, **it is imperative** that each and every HOA member return their completed ballot ASAP. If you have misplaced your ballot, please contact PML for a replacement.

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 Section 6, 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.

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

- Repaired irrigation line failure at corner of De Anza and Parkwood
- Removal of leaf debris and trash weekly along sidewalks

**Large Tree Maintenance** – Please note that the HOA maintains an ongoing large tree maintenance program driven by an arborist's survey of our cataloged large trees. A portion of the trees are serviced each year on a rotating and prioritized basis. The work takes place between spring and fall based on contractor availability.

**Cherrywood Canyon Work** – The HOA owns most of the Cherrywood Canyon space, and recently paid to remove a number of large downed tree debris and other wood debris in the area.

**Irrigation System Status** – The system remains off due to 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** – The new flashing beacon at the De Anza/Parkwood crosswalk was as per the Sugarloaf Traffic Action Plan developed by Public Works. Please see our website under *Public Safety* for more information.

**COVID-19 Controls / Tennis Courts** – Denali HOA (owner of tennis courts we use by agreement) has opened the courts for play following their previous closure due to the pandemic state. Please note that Denali owns and operates the courts.

**Adopt-a-Drain Program** - In trying to keep debris from flowing down into the Bay or our water-treatment facilities, homeowners could do this "Adoption", or simply rake up stuff in front of their homes and put it in the appropriate bins. For more info, see [www.cityofsanmateo.org/3715/Adopt-A-Drain](http://www.cityofsanmateo.org/3715/Adopt-A-Drain).

**"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)** – Please pick up after your dogs. Leaving a bag of dog poop for someone else to clean up is not helpful.

**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 -

**Vaccination** – Even if you are not currently eligible, you can sign up to be notified of last-minute vaccination opportunities.

Contact [www.myturn.ca.gov](http://www.myturn.ca.gov) to sign up for notifications.

[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, Mar 23, 2021, via Zoom. To join, go to [www.zoom.us](http://www.zoom.us), click *Join a Meeting* at the top. Enter Mtg ID 961 1401 4580 and Password SLMAR21.

### 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:  
Complete Election Process (if sufficient returned ballots)
8. New Business:  
PML Performance Feedback  
Review Draft CC&Rs Rentals Amendment
9. Correspondence Review
10. Executive Session (as needed)