

### PRESIDENT'S CORNER

**Welcome to the run-up to Summer!** I'm sure many of us are now preparing for what we hope will be a better summer than 2020! The HOA will have our annual brush clearing done on the hillsides within the next one to two months. This work is subject to the inspection and approval of the San Mateo Fire Department, and we follow their guidance and requirements in conducting the work to their satisfaction. On a related note, now is the time to check window seals and furnace/AC filters and performance should we suffer from poor air quality like we did last summer. And I also encourage everyone to consider securing some N95 or KN95 masks – while we have been using these for COVID-19 safety, they are recommended for smoke particulate protection as well. See *Events Around Town* for information on how to monitor air quality from your smart phone.

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

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

**New Board Officers** – The Board elected specific officers at its last meeting: President: Bob Kiss, Vice President: Mitra Sadeghi, Treasurer: Robina Ramm, Secretary: Zaven Khachadourian, At-Large: Ann Powers.

**Dumping on HOA Streets** – A large load of debris (furniture, mattresses, etc.) was dumped on upper Parkwood in early May. The Dept of Public Works helped with cleanup. The Board will discuss potential prevention strategies. Video monitoring information can be helpful, and the Board would be interested in learning if HOA members may have such monitoring in place. More to come on this topic, and please see *Public Safety* for information about San Mateo PD requests for assistance.

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.

**Annual Exterior Audit** – This annual activity will take place in the May/June timeframe. The focus is on exterior home condition,

including landscaping and fences. Owners of homes with identified issues will be notified in writing about needed actions.

#### **Landscape:**

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

- Removal of leaf debris and trash weekly along sidewalks
- Repaired broken mainline near 1529 De Anza fence
- Installed shrubs on upper Parkwood Dr to repair construction damage
- Removed downed tree branches in Cherrywood
- Removal of dumped mattress/ debris on upper Parkwood
- Trimming of shrubs along lower De Anza Blvd
- Adjusted sprinkler hitting back fence on Cheryl Ct.

**Fire Break Brush Clearing** – The HOA's annual brush clearing project on the HOA property hillsides as part of fire safety measures will take place at some point between mid-June and late July. Timing is dependent on the grasses being dry enough to cut and worker availability. Further notice will be provided when the timing is better defined.

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

**Irrigation System Status** – The system is back on as of early April. 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.

**Video Camera Information:** The city of San Mateo requests that owners of private video cameras register them to help with crime investigations. If you'd like to consider this, further info is here: <https://www.cityofsanmateo.org/2726/Security-Camera-Registration>

**“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. And please note that San Mateo law and HOA CC&Rs requires dogs be on a leash at all times in our neighborhoods.

**Visitor Parking (subject to fines)** – 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 copy of newsletter).

**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

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**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>	Secretary
Robina Ramm <sup>1</sup>	Treasurer
Ann Powers <sup>2</sup>	At Large

<sup>1</sup>Term ends at 2022 election, <sup>2</sup>Term ends at 2023 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, May 25, 2021, at 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 927 8761 1308 and Password SLMAY21.

**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:  
PML Performance Feedback  
PML Contract Renewal Topic  
CC&Rs Rentals Amendment / San Mateo ADU Ord.
8. New Business:  
Reserve Study Discussion  
Dumping on Parkwood Discussion
9. Correspondence Review
10. Executive Session (as needed)