

PRESIDENT'S CORNER

Street Maintenance – Although De Anza, Toyon, and Parkwood are public streets, the other streets within our development are private lanes owned by the HOA. Therefore, we need to maintain these roads. You may have noticed some street repairs on the private lanes recently. This was step one. Step two will occur in 2022 with resealing of the private lanes, to be completed when the weather is warm enough to support the work. Stay tuned.

Annual Election Process - The Board of Directors is moving along with planning for the next election process, which will take place starting in late January at our Annual Members Meeting. Now is the time to consider joining the Board to help in running the HOA. We are always looking for fresh faces and voices to join the team. Please consider this opportunity, and let any Board member or PML know if you are interested.

What's on the Board's Mind?

Important HOA Business This Month:

Budget Planning – The Board completed its final review of the 2022 budget at the October Board meeting, and will approve the budget in November. Based on projected expenses and reserve fund expenditures, the Board is recommending a modest increase in the 2022 annual dues, likely to be around \$50 per year per unit. This will be the first dues increase in more than five years, in line with historical dues trends.

Thanks for supporting our HOA!

Bob Kiss, HOA President (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 – Thanks to owners who have already addressed notices from this year's audit about work needed! Please don't ignore a notification. If you feel the identified issue is in error or disagree, contact the Board to discuss. Do NOT ignore. Fines are a possibility.

Landscape:

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

- Removed downed limbs from first big storm
- Cleaned debris in Cherrywood open space
- Repaired backflow preventer between Alison & Cheryl Ct
- Investigated / reported leaking City main to Cal Water
- Drains cleaned along De Anza from storm

Large Tree Maintenance – Please note that the HOA maintains an ongoing 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. This year's work has been completed.

Property Maps – San Mateo County property line maps can be found on the web site under Residents/Landscape. Password is the same as for our Governing Documents.

Irrigation System Status – Contact PML if you observe any issues. Please don't touch the equipment unless it is 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 / approve if appropriate
5. The Homeowner pays for trim-for-view work.

Public Safety:

Traffic Safety – Please note the location of your car if parked on the street and whether it might be creating a visibility issue for homes in that area or at street intersections. You can notify the Dept of Public Works if you feel there is a visibility issue with parked cars. In addition, long-term parking (over 72 hours) on city streets (De Anza, Toyon, Parkwood) is not allowed, and can be reported to SMPD Code Enforcement for further actions.

Wildlife Area – A reminder that our area is populated by lots of wildlife, including rattlesnakes, deer, and mountain lions. Please be alert and careful when walking, especially at night. Also, note that it is illegal to feed deer (Title 14, section 251.3), and attracting them could attract mountain lions. Please don't do it!

"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 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.

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, CC&Rs, and other HOA docs 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).

San Mateo Parks & Rec Department – Web site has info about many available activities, including for those over 60. See info at www.sanmateorec.org.

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.

San Mateo County News – information about county issues and events can be found at: www.sanmateocountynews.com

COVID-19 Information -

www.smchealth.org/coronavirus - Health Orders found here

www.smchealth.org/post/san-mateo-county-covid-19-data-1

www.cdc.gov/coronavirus/2019-ncov/index.html - CDC info

www.covid19.healthdata.org/united-states-of-america -

Institute for Health Metrics and Evaluation

Emergency Info – Sign up for **San Mateo County's alert system** at www.smcalert.info for email, text, or phone alerts.

Air Quality - 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.

Visit the PML web site at: 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

Life Threatening Emergencies: 911

Other Emergencies:.....(650) 349-9113

San Mateo Police (Non-Emergency)(650) 522-7700

YOUR BOARD of DIRECTORS

Bob Kiss ¹	President
Mitra Sadeghi ²	Vice President
Zaven Khachadourian ¹	Secretary
Robina Ramm ¹	Treasurer
Ann Powers ²	At Large

¹Term ends at 2022 election, ²Term ends at 2023 election

COMMITTEES

Architecture

Bob Kiss (chair) – (650) 212-5477

architecturechair@sugarloafhoa.org

Landscape

Zaven Khachadourian (chair) - landscapechair@sugarloafhoa.org

Landscape or sprinkler concerns, contact Joe at PML.

Public Safety

Bob Kiss (chair) – publicsafety@sugarloafhoa.org

NEXT BOARD OF DIRECTORS MEETING

The next Meeting will be held on Tue, Nov 23, 2021, at 5:30 pm via Zoom. To join, go to www.zoom.us, click *Join a Meeting* at the top. Enter Mtg ID 927 4181 4766 (password = 303907).

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:
2022 Budget Approval
8. New Business:
Review Draft Annual Meeting Packet
9. Correspondence Review
10. Executive Session (as needed)