

### PRESIDENT'S CORNER

**Happy Holidays!** – The Board wishes all HOA members and residents a happy and healthy holiday season!

**Preparations for the HOA's 2023** – The Board is actively planning for the HOA's next year. This includes completing the budgeting process and planning for the next election cycle. The election voting window will begin at our Annual Meeting in late January. You will receive the Annual Meeting packet in the middle of January. We are always looking for HOA members willing to step up and contribute either as a member of the Board or through one of our committees. If you are willing and interested, now is the time to contact any Board member to discuss. We welcome your interest and help!

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

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

**Updating Governing Docs** – The Board has completed its first-round review this month of draft updates to the HOA's governing documents (CC&Rs and Bylaws). We are working with our outside legal firm to finalize the updates. The objective is to update our dated docs based on current law, make relevant improvements, and get the updated documents to a HOA vote in our annual election process in early 2023.

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.

**The Annual Exterior Audit** identified issues have been communicated in writing to homeowners for remediation. Thank you in advance for your cooperation in helping to keep up the appearance of the neighborhood and our property values. Please contact PML or the committee if you have questions about a notification you received. Please don't ignore the issue.

#### Landscape:

The following service items were completed recently by the HOA landscaping contractor:

- Cleared all v-ditch drains on Parkwood/Broadview in common areas from debris
- Turned off all irrigation clocks for the winter
- Trimmed Oleander and raked back slope landscape in common area near 1900 Parkwood
- Removal of dead Photinia shrub and removal of dry branches on slopes along Westwood and Douglas
- Litter removal along sidewalks weekly

**Large Tree Maintenance** – Please note that the HOA maintains an ongoing tree maintenance program based on an arborist's survey of our catalogued large trees. A portion of the trees are serviced each year on a rotating basis.

**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** – Irrigation is on only 2 days/week as per City requirements. 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:

**Trash Alert** – While our Landscape contractor picks up trash along streets when on site, we hope that everyone works to avoid inadvertently “losing” trash that winds up in our neighborhoods. The Board has received reports and photos of litter within our development. We appreciate everyone's efforts to avoid releasing trash and especially appreciate those HOA members who help clean up when possible. If you clean up on behalf of the HOA and community, THANK YOU! Please be careful and use gloves when appropriate.

**Zonehaven** ([community.zonehaven.com](http://community.zonehaven.com)) - This is where evacuation information would be provided online in the event of an emergency requiring evacuation. **Our Zone is SM-E005.**

**“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. **Also, Recology reminded us that composting of organic waste is required by law. Your bins can be inspected by Recology contractors to ensure compliance.**

**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 require dogs be on a leash at all times in our neighborhoods, in addition to keeping barking under control and not a nuisance.

**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.**

**Tennis Courts Access** – The tennis courts are under the control of Denali HOA. Please contact PML if you need a key (\$50) to enter. **Access is for Sugarloaf or Denali residents only. Guests must be accompanied by residents at all times. No exceptions.**

## 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](http://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](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 –

<https://carbonhealth.com/get-care/covid-treatment> - COVID-19 Test and Treat Center at Hillsdale Mall

[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

**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

1710 S. Amphlett Blvd, Ste 207, San Mateo CA 94402

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
Ann Powers <sup>2</sup>	Treasurer
Christine Sommers <sup>1</sup>	At Large

<sup>1</sup>Term ends at 2024 election, <sup>2</sup>Term ends at 2023 election

## COMMITTEES

### Architecture

Bob Kiss (chair) – [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 29, 2022, 5:30 pm, **at the San Mateo Senior Center**, 2645 Alameda de las Pulgas.

### 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:
  - 2023 Budget Approval
  - Governing Docs Update – CC&Rs Review
8. New Business:
  - Annual Meeting Planning Discussion
9. Correspondence & Action Items Review
10. Executive Session (as needed)