

PRESIDENT'S CORNER

Important HOA Governing Documents Need Your Review and Voting – As I hope you are aware by now, the Board has worked hard to update our Governing Documents (CCRs, Bylaws, Articles of Incorporation) to bring them into compliance with current CA civil code and to better support HOA operations today. You should have received a (large) package via US Mail containing these draft updates plus voting instructions, ballot sheet, and a proxy statement. **It is imperative that Every HOA Member cast their ballot by the deadline (November 27).** Changes to HOA Governing Documents require “super” majorities of members to approve for the changes to take effect. The HOA cannot complete the voting process until sufficient ballots have been received.

One of the most important proposed changes is to reduce the required number of cast votes for standard annual elections of Board Directors. Each year, the HOA Board struggles to complete Board elections due to lack of submitted ballots. This change will resolve that annual challenge. Please note: The changes will NOT affect the voting requirements for changes to HOA Governing Documents, which are mandated by CA civil code.

If you have already cast your ballot, Thank You! If you have not yet voted, please do so at your earliest convenience. If you have misplaced your ballot sheet and return envelopes, please contact PML immediately for replacements.

Finally, for those interested in reviewing the updated Governing Documents in electronic form, these can now be found on the HOA website as one of the items on the “Residents” menu at the top of the page.

What's on the Board's Mind?

Important HOA Business This Month:

HOA Budget – The Board has been working on the 2024 annual budget, and will review and approve the final draft at the October Board meeting. If you wish to provide input, please attend the meeting or send your thoughts to board@sugarloafhoa.org.

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 – The annual exterior audit was conducted recently. The audit was focused on exterior home and yard condition/appearance, including paint, roofing, fences, debris, damage, and landscaping. Affected homeowners have been contacted directly to address observations. Thank you to those who have already responded! Please note the requested timelines for remediation. Contact the Board if you have questions.

Landscape:

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

- Litter and leaf removal along sidewalks weekly
- Weekly shrubbery maintenance rotating through HOA
- Storm drains and channels reviewed/cleaned weekly
- Removed scotch broom volunteers along Parkwood/92
- Removed pine needles in Toyon HOA common areas

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, including a number of recommended tree removals scheduled for late Oct/early Nov.

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 still ON, but at reduced watering times. 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:

Wildlife Area – As a reminder, we live in an area frequented by various forms of wildlife, including deer, foxes, skunks, coyotes, mountain lions (yes, occasionally), and snakes. You may find useful information at www.gotsnakes.org, a Bay Area snake removal company.

“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 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 & 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

Animal Control & Licensing – www.smhealth.org/animalcontrol

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

Delivery of Library Materials! - Do you enjoy books, audiobooks, music and movies but need assistance in getting materials? The library offers twice-monthly home delivery of library materials for residents of all ages with a temporary or long-term illness, injury, impairment, medical condition, or disability who are unable to visit the library. Click the link below or call 650-522-7863. <https://www.cityofsanmateo.org/4458/Home-Delivery>

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

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

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
Alan Robinson ²	Vice President
Zaven Khachadourian ¹	Secretary
Mitra Sadeghi ²	Treasurer
Christine Sommers ¹	At Large

¹Term ends at 2024 election, ²Term ends at 2025 election

COMMITTEES

Architecture

Bob Kiss (chair) – 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 on Mon, Oct 30, 2023, at 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:
 - Governing Docs Update Project Status
 - 2024 Draft Budget Final Review and Approval
8. New Business:
 - Appoint Annual Mtg Election Official / Nominating Cmte
9. Correspondence & Action Items Review
10. Executive Session (as needed)