

PRESIDENT'S CORNER

HOA Finance Topics: The HOA completed the 2025 budgeting process by approving the budget at our October meeting. The Board weighed many factors in agreeing on a budget that can be supported **without any increase in our annual dues!** You should have all received a copy of the budget. I want to thank the Board and PML for this important work and remind all HOA members that your 2025 annual assessment will be provided to you in December, be due in January, and late if not received by Feb 15.

Board of Directors Opening – The Board is looking for a HOA member to step into an at-large Director role and serve out the term remainder (until the early '26 election). If you are interested to serve or would like to discuss the possibility, please contact me at president@sugarloafhoa.org. Your Board would appreciate your help in keeping our community and HOA a great place to live.

Electronic Documentation – We have only about half our members receiving routine via email, such as this newsletter. If you'd like to transition communications to using email rather than snail mail, please contact PML (sabrina@pmlmanagement.com). Electronic distribution saves the HOA (and you) money!

What's on the Board's Mind?

Important HOA Business This Month:

Updating HOA Operating Rules – Your Board recently reviewed the HOA Fine Policy, which you can find posted on our website. Based on that review, the Board will vote to finalize changes at our November Board meeting. You will soon receive these important updated Operating Rules and have 30 days to provide any comments prior to implementation. If you have questions, concerns, or suggestions, please consider attending the meeting or send to board@sugarloafhoa.org.

Thanks for supporting our HOA!

Bob Kiss, HOA President (president@sugarloafhoa.org)

COMMITTEE REPORTS

Architecture:

Annual Exterior Audit Conducted – The Board recently conducted its annual audit of property exteriors, with focus on painting, roof, fence, and landscape conditions in need of improvement. Affected homeowners were notified in writing and assigned a deadline to make the necessary remediations. The Board thanks you for your prompt attention as part of helping to maintain property values.

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 approval. If in doubt, please ask – you can email or call the committee chair.

Landscape:

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

- Litter removal from sidewalks weekly
- Removal of dead deer in common space behind Sugarloaf Dr
- Edged ivy around trees/sidewalks lower De Anza commons
- Trimmed Privet hedge 1817-1821 Parkwood Dr commons
- Trimmed ivy around Birch tree grove 1521-1525 De Anza commons
- Trimmed hedges along De Anza/Chris commons sidewalk

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 near homes. A portion are serviced each year on a rotating basis. The 2024 annual work has now 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 – Irrigation system was ON through October and will be turned off upon the first sizeable rain. 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 Safety – Reminder that we share the Sugarloaf area with the wildlife, and this includes rattlesnakes and deer/coyotes. The coyotes have been quite active recently (loud at night). Please be observant, and protective of your outside pets.

"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 8.7 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, per law and CC&Rs (S8.6(d)). Leaving a pile or 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 8.12(c), **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.smchealth.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! - The library offers twice-monthly home delivery of library materials for residents of with temporary or long-term illness, injury, impairment, medical condition, or disability and unable to visit the library. See link below or call 650-522-7863. <https://www.cityofsanmateo.org/4458/Home-Delivery>

Senior Living in San Mateo – The city's website contains useful information and references, see here:

www.cityofsanmateo.org/640/Senior-Services

HOW TO CONTACT PML/BOARD

To contact your association manager or place a request:

PML: (650) 349-9113 (ext 100 – reception, ext 104 - Joe, our PM), joe@pmlmanagement.com, sabrina@pmlmanagement.com (backup to Joe)

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 2026 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 Tue, November 26, 2024, 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:
Reserve Study Update & 2025 Budget Final Outcome Review and Approve Proposed Fine Policy Updates
8. New Business:
Review Draft Annual Meeting Packet / Set Mtg Date
9. Correspondence & Action Items Review
10. Executive Session (as needed)