

### PRESIDENT'S CORNER

**That Time of Year Again** – It's time to start thinking about 2026 for the HOA. As stated below, the Board approved the 2026 budget. Of note, your Board determined that the annual assessment (dues) will remain at \$800/year per unit. The Board works hard every year to monitor spending and look for ways to control costs in spite of inflation and other forces beyond our control. Historically, dues have increased 5-10% about every five years, and the 2027 budget will reflect five years since increase.

**Annual Board of Director Elections** – Three Director positions will be up for election in the process that will begin at our Annual Meeting. The Board is always interested in new members and perspectives. If you want to get involved, please contact PML or any Board member by the end of December.

**Annual Members Meeting** – We will hold our Annual Members Meeting in late January. This is your opportunity to hear brief reports on the state of our HOA, hear from Board Director candidates, and participate in a Q&A session with the Board. You will receive a detailed meeting package of info in advance, and we hope to see many of you there.

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

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

**Budget Process** – The Board finalized the 2026 budget at the October Board meeting. You should have received your copy.

**Annual HOA Members Mtg** – The Board will be finalizing the agenda for our Annual Meeting that will be held in late January.

**Electronic Documentation** – We have about half our members receiving routine communications via email, such as this newsletter. If you'd like to transition to using email rather than paper, please contact PML ([sabrina@pmlmanagement.com](mailto:sabrina@pmlmanagement.com)). The Board has started reaching out to convince you - Electronic distribution saves HOA money and protects you from rising dues!

Thanks for supporting our HOA!

Bob Kiss, HOA President ([president@sugarloafhoa.org](mailto:president@sugarloafhoa.org))

### COMMITTEE REPORTS

#### Architecture:

**Painting and Driveways** – We recently worked through the closing of Kelly Moore paints by shifting to Benjamin Moore paints for home exteriors. When it is time to paint, you must use Gray's Paints as your source of our custom exterior colors. Similarly, we have recently become aware that Calstone is no longer selling paver stones. If you are considering replacing your driveway with pavers, please contact the committee for details. We are working on updating our HOA policy on driveway paver stones.

**Exterior Changes** Reminder - Per our CC&Rs Section 7, 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) and modifications exclusively on the home interior 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:

- Cleared v-ditch at Broadview / 92 of rocks, debris
- Raked leaves from street gutters along Parkwood
- Trimmed shrubs, raked leaves in common space at 3401 Chris
- Trimmed shrubs at Sugarloaf sign at De Anza/Parkwood
- Irrigation clocks being managed week by week per weather
- Litter and leaf removal from sidewalk areas 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 near homes. A portion are serviced each year on a rotating basis. The 2025 schedule work was completed in late July by Loral Landscaping.

**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 is now OFF. 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:

**De Anza Traffic Safety / Speed Cushions** – Please note some recommended best practices for navigating the speed cushions:

- **Slow to 15-20 mph** before reaching the cushion
- **Roll over smoothly:** Drive slowly and maintain a straight path with both front wheels hitting the cushions at the same time (allows suspension to compress evenly).
- **Avoid braking while on the cushion:** Keep your foot off the brake to allow your suspension to work properly.

**"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 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 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](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)

**Animal Control & Licensing** – [www.smchealth.org/animalcontrol](http://www.smchealth.org/animalcontrol)

**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.

**Delivery of Library Materials!** – The library offers twice-monthly delivery of library materials for those unable to visit the library. 650-522-7863 or [www.cityofsanmateo.org/4458/Home-Delivery](http://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](http://www.cityofsanmateo.org/640/Senior-Services)

**Hillsdale Mall Future Planning** – Learn about future development plans (big changes coming) - [www.hillsdalereimagined.com](http://www.hillsdalereimagined.com).

## 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](mailto:joe@pmlmanagement.com), [sabrina@pmlmanagement.com](mailto:sabrina@pmlmanagement.com) (backup to Joe)

Visit the PML web site at: [www.pmlmanagement.com](http://www.pmlmanagement.com)

**HOA:** Submit concern in writing (email [board@sugarloafhoa.org](mailto:board@sugarloafhoa.org)) 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
Alan Robinson <sup>2</sup>	Vice President
Zaven Khachadourian <sup>1</sup>	Secretary
Mitra Sadeghi <sup>2</sup>	Treasurer
Aidin Sarabi <sup>1</sup>	At Large

<sup>1</sup>Term ends at 2026 election, <sup>2</sup>Term ends at 2027 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 on Tue, Dec 9, 2025, at 5:30pm 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:  
Email Communication Initiative Status Update  
Significant Architectural Changes – Review Best Practices Draft
8. New Business:  
Review draft 2026 Annual Meeting Agenda and Info Pkg
9. Correspondence & Action Items Review
10. Executive Session (as needed)