

PRESIDENT'S CORNER

Happy New Year!

Annual Members Meeting – We will hold our Annual Members Meeting on Tuesday, Jan 27, at 5:30pm at the San Mateo Senior Center, 2645 Alameda de las Pulgas. **We will hear from Lt.**

Stephan Casazza of the San Mateo Police Department as our guest speaker. This is your opportunity to interact with SMPD as well as hear brief reports on the state of our HOA, hear from Board Director candidates, and participate in a Q&A session with the Board. We hope to see many of you there!

Annual Board of Director Elections – Three Director positions are up for election in the process that begins at the Annual Meeting. If you want to get involved, please contact PML or any Board member ASAP prior to the meeting.

What's on the Board's Mind?

Important HOA Business This Month:

Annual Election Process – The Board will finalize the annual ballot at its January Board of Directors meeting.

Electronic Documentation – We have about 60% 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). The Board has been 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)

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 landscape service items were completed recently:

- Litter and leaf removal from sidewalk areas weekly
- Removal of branches on back slope near 1846 Parkwood Dr. Raked along storm drain above units.
- Raked pine needles under trees in common areas on Toyon
- Trimmed shrubs along street and hand weeded at common areas near 1900 and 1901 Parkwood
- Removed weeds and leaves in common areas along De Anza lanes
- Removed big tree that fell on upper Parkwood during storm

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 2026 work will go out for bids in the spring.

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:

Home Break-Ins Reported – As previously reported by email notification, two home break-ins occurred in our development on the evening of November 29. No one was injured, but theft and damage occurred. San Mateo PD has been investigating. Our guest speaker from SMPD at our Annual Meeting will be available for Q&A on this or other police topics.

"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 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.

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.

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

www.cityofsanmateo.org/640/Senior-Services

Hillsdale Mall Future Planning – Learn about future development plans (big changes coming) - 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, sabrina@pmlmanagement.com (backup to Joe)

Visit the PML web site at: www.pmlmanagement.com

HOA: Submit concern in writing (email 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

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
Aidin Sarabi ¹	At Large

¹Term ends at 2026 election, ²Term ends at 2027 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, Jan 27, 2026, immediately after the Annual Meeting 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:
Finalize Annual Ballot
Email Communication Initiative Status Update
Significant Architectural Changes – Review Best Practices Draft
8. New Business:
Annual Insurance Renewal
9. Correspondence & Action Items Review
10. Executive Session (as needed)