

**SUGARLOAF HOMEOWNERS ASSOCIATION**  
**Minutes of the Annual Meeting of Members**  
**January 21, 2009**

**ORDER**

The meeting, which was held at the San Mateo Senior Center, was called to order by Bob Kiss at 6:30pm. Other directors present were Larry Connell, Miles Dooher, and Jack Albrecht. Director Mark Brosche was absent. Joseph D'Agostino represented PML Management. Approximately 20 homeowners were present.

Christina Gilmore, Management Analyst for the Community Development department from the City of San Mateo, gave a presentation on how residents in San Mateo can help to decrease their carbon footprint. Discussion included energy efficiency, recycling, green buildings and personal habits. This effort is part of the city's SMART (San Mateo Acting Responsibly Together) program. More information can be found at: <http://www.cityofsanmateo.org/index.asp?NID=1536>. The specific slides presented by Ms. Gilmore can be found on our Sugarloaf website: <http://www.sugarloafhoa.org/links.html>. Ms. Gilmore stated that residents can go to the City of San Mateo website and find out how they personally can reduce their carbon footprint by filling out some interactive forms.

**PURPOSE**

The purpose of the meeting, in addition to the typical annual meeting agenda items, was to discuss and provide information regarding the following items: 1) Candidates for the two Association Board of Director positions up for election, 2) The Association's Tax Reduction Resolution, and 3) Proposed revisions to the Association's Governing Documents (The Declaration).

Since there were a number of homeowners present, but not enough to constitute a quorum, there were information presentations and discussions on the following items:

- Landscape Committee (Miles Dooher) reported on the changing of Landscape Contractor from Lee's Gardening to Jim Cozzolino, irrigation system repairs and upgrades, and Phase One and Two of the Fire Break project.
  - It was requested that the committee look at some trees located behind unit 1620 Toyon Court to make sure they are not a fire hazard. Miles responded that the Committee would look at the trees in question.
- Architectural Committee (Bob Kiss) reported on the number of projects approved last year and the number of violations noted on the annual audit performed. More details are available in a short report provided to the Board.
  - A member asked what could be done about properties in violation of the architectural requirements as called out in the Declaration. Bob replied that the Board does discuss such violations and has taken actions in the past, including declaring members to be "Not in Good Standing." He also indicated that it is a slow, and potentially costly, process to take action to correct an architectural violation unless it is a public safety issue. He also indicated that the committee welcomes members who wish to come forward and help address such issues. Another member asked about some "roof lights" installed at a property on De Anza. Bob indicated that the committee was aware of that situation and that the Board had already sent a violation notice to the property owner.
- Public Safety Committee (Larry Connell) reported on the painting of address numbers on the street curbs to assist emergency vehicles and visitors in locating homes.
- A summary of the use of the association's website was reported (Bob Kiss). More details are available in a short annual report provided to the Board.

**BOARD ELECTIONS**

It was reported that there are two Director positions open for the Board, with two members running. Rhoda Meade and Larry Connell were introduced and gave brief speeches. Nominations were

requested from the floor; no further nominations were made. As per the association Election Rules, nominations were closed at the end of the meeting and ballots were scheduled to be sent out within the following few days pending the logistics of preparing the ballot packets. Members would have not less than 35 days to return their ballots for inclusion in the election.

#### **TAX REDUCTION RESOLUTION AND AMENDMENT TO THE BYLAWS**

A brief description of the tax reduction resolution was given by Larry Connell to the homeowners present.

Bob Kiss described the proposed amendment to the Association's Declaration. The amendment is simply re-introducing information on private property landscape easements that was previously contained in the Declaration. The information simply provides the locations of such easements. The Board felt it useful to have such information captured in the Declaration, both for homeowner information as well as to provide the ability to clearly communicate landscape easements to our landscape contractor.

#### **ADJOURNMENT**

There being no further business before the membership, the meeting was adjourned at 7:40pm.

Respectfully Submitted,

Joseph D'Agostino, CCAM  
Association Manager