

**SUGARLOAF HOMEOWNERS ASSOCIATION**  
Minutes of the Annual Meeting of Members  
January 24, 2019

**WELCOME/CALL TO ORDER**

The meeting, which was held at the San Mateo Senior Center, located at 2645 Alameda de las Pulgas, in San Mateo, was called to order by President Bob Kiss at 6:10pm.

**INTRODUCTIONS**

The Board of Directors, PML Management and those homeowners present introduced themselves. There were 10 Association members present at the meeting, including Board members, and Bethany Lopez, Senior Engineer with the San Mateo Department of Public Works.

**PURPOSE**

The HOA business purpose of the meeting was to discuss and provide information regarding the following: 1) Candidates for the two (2) Board of Directors positions up for election, and 2) the association's Tax Reduction Resolution.

**QUORUM**

Since the number of homeowners present at the meeting did not constitute a quorum, there were no Association decisions made at this meeting (none were planned).

**GUEST PRESENTATION**

Bob Kiss introduced guest speaker Bethany Lopez, Senior Engineer with the San Mateo Department of Public Works (DPW). Ms. Lopez reported that the Department of Public Works is gathering information regarding traffic concerns from neighborhoods throughout the city, including the Sugarloaf area. Ms. Lopez will work with volunteers from the association's Traffic Committee to develop a Traffic Action Plan to present to the city's Sustainability and Infrastructure Commission. After review and comment by the commission, DPW would then carry out the final TAP.

**ASSOCIATION REPORTS**

**Treasurer** – With the resignation of Treasurer Jack Albrecht, Bob Kiss briefly summarized the association's current financial situation. Mr. Kiss reported that an update of the association's reserve study is completed annually, with the most recent study showing that the association was 109% funded at the end of 2018. The association's Operating budget of approximately \$150,000 is used to fund the HOA's various expenses, including maintaining 26 acres of open space/common area and additional landscape easements. It was noted that the annual dues were not increased since the association is financially stable. Owners present were reminded to submit payment of their annual dues no later than February 15, 2019.

**Landscape** – Emile Nurisso reported that the Phase 2 actions of the association's 5-year tree survey which identifies trees in the association's landscape easements and open space will be completed in 2019. There are 47 trees to be addressed this year based on this report. In 2018, smart irrigation controllers were installed and the association's landscaper completed the annual weed abatement project. This year, the Defensible Fire Space tree pruning project will be completed, which is reviewed by a San Mateo Fire Inspector and scheduled for completion approximately every 5 years.

**Architectural** – Bob Kiss reported that during the annual audit inspection the committee generally focuses on paint condition, garage door condition and painting, roofing condition, fence condition, landscaping and locations of satellite dishes. Based on the information gathered during the annual inspection, the Board will consider options for requiring compliance, which may include imposing fines on owners. Mr. Kiss also reminded

the homeowners present that many of the association's policies can be found on the association's website at [www.sugarloafhoa.org](http://www.sugarloafhoa.org).

**Public Safety** – Bob Kiss reported that the Board of Directors has worked with various homeowners to trim landscaping for better traffic visibility. Mr. Kiss reminded owners that the visitor parking spaces on private streets are to be used for visitor parking only and not overflow parking from residences. The association will continue to address issues with HOA residents' abuse of these visitor parking spaces.

#### **BOARD ELECTIONS**

Bob Kiss reported that Board member Emile Nurisso has chosen not to run for re-election but agreed to remain on the Board until the elections are completed. Mr. Kiss then presented the following candidates for the two available positions: William Riley, Zaven Khachadourian and Mitra Sadeghi (Incumbent). Nominations were then requested from the floor. There being none, the nominations from the floor were closed. Mr. Kiss then stated that PML Management has been appointed as the Election Official to obtain the returned ballots for the association. As per the association's Election Rules, nominations were closed at the end of the meeting and ballots were scheduled to be sent out within the following few days. Members were notified that they will have no less than 35 days to return their ballots for inclusion in the election.

#### **TAX REDUCTION RESOLUTION**

Bob Kiss gave a brief description of the tax reduction resolution, which states as follows:

**WHEREAS** the Sugarloaf Homeowners Association is a nonprofit mutual benefit corporation; and

**WHEREAS** the corporation seeks to act in accordance with applicable IRS Revenue Rulings;

**RESOLVED**, that any surplus funds remaining in the Association's budget at the end of the fiscal year shall be applied to the following year's budget as provided for in IRS Revenue Ruling 70-604.

#### **LEASE RESTRICTION AMENDMENT**

Bob Kiss stated that at the 1/22/19 open meeting the Board established that a quorum had been reached. Therefore, the 156 ballots were opened and counted by the Election Official, and based on the 115 affirmative votes, the Lease Restriction Amendment passed. After the amendment has officially recorded, a copy of the amendment will be sent to all owners.

#### **OPEN FORUM**

The owners present did not have any additional items for discussion.

#### **ADJOURNMENT**

Therefore, being no further business before the membership, the meeting was adjourned at 7:38pm.

Respectfully Submitted,

Attested by,

Deborah McGraw, CCAM-PM-HR.CI  
PML Management Corporation

Bob Kiss, President  
Sugarloaf HOA