

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors' Meeting

September 25, 2007

OPEN FORUM

Via email, the owners of 3401 Chris Lane requested the Board to consider approving the removal of a Leyland Cypress tree located close to their fence along De Anza. Apparently the owner has had the tree examined by a tree service and a written analysis states that the tree is diseased with cypress cancer. PML was requested to obtain a copy of the report, inspect the site, and advise the Board of its recommendations.

ORDER

The Meeting, which was held at the office of PML Management Corporation, was called to order by President Frank O'Neill at 5:35pm. Other Directors present were Mark Brosche, Larry Connell, and Miles Dooher. Board member Bob Kiss was absent. Deborah McGraw represented PML Management.

AGENDA APPROVAL/CALENDAR REVIEW

The Agenda and Calendar were approved as amended.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made, seconded, and passed by unanimous vote, the Board approved the August 28, 2007, Board of Directors Minutes as submitted.

REPORTS

Treasurer – PML reported that the owners' dues account balances have been adjusted based on the deposit information received from First Bank. Larry will review the report and discuss it with Greg Fox to make any adjustments necessary. Frank O'Neill then suggested moving the interest earned from the Association's CD accounts into its reserve money market account. The Board agreed.

At this time, the Board reviewed the draft financial statement for the period ending 8/31/07 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	0	123,848	123,848	0
Total Maint. & Repairs	6,850	65,476	45,472	20,004
Total Utilities	1,253	10,571	7,192	3,379
Total Admin. Expenses	7,671	42,466	29,704	12,762
Total Reserve Expenses	0	400	10,592	(10,192)
Total Assets		276,548		
Total Liabilities		31,561		
Total Fund Balances		244,987		

Landscape Committee – PML presented a general landscape maintenance contract for the Board to review and address their concerns to Frank O'Neill.

Frank O'Neill then reported that at 3400 Douglas, the sprinkler control box was leaking and replaced at no charge. At 3409 Allison, there was a sprinkler head leak fixed at no charge. At 1640/1636 Toyon, Lee also fixed a broken sprinkler head which had come off at no charge. Mark Brosche mentioned that the sprinklers have been coming on for 25 minutes 2 times during the night. PML will contact Lee to confirm that the timers will be changed to come on no more

than 10 minutes for each cycle. Frank also reported that Lee is removing trash throughout the site on a weekly basis.

1646 Sugarloaf submitted a request to re-landscape the front of his home. The request was approved provided that a recommended, licensed contractor perform the work.

Public Safety/Parking – The Board reviewed a visitor parking violation letter sent to 1633 De Anza, and 3400 Leafwood Court.

Architectural Committee – In the absence of Bob Kiss, PML presented the following Architectural Requests:

Date Received	Address	Description of Work	Status
9/12/07	1805 Parkwood	Exterior painting	Approval letter sent 9/13/07
9/12/07	1665 Toyon	Exterior painting	Approval letter sent 9/13/07
9/10/07	1416 De Anza	Exterior painting	Approval letter sent 9/19/07
9/12/07	1953 Parkwood	Exterior painting	Approval letter sent 9/19/07
9/12/07	1637 De Anza	Exterior painting	Waiting for neighbor's signatures
9/14/07	1646 Sugarloaf	Exterior painting	Pending approval
8/27/07	3409 Leafwood	Installation of a gutter cover	Approval letter sent 9/21/07
8/28/07	1928 Parkwood	Exterior painting and replacing window frames	Approval letter sent 9/21/07
8/13/07	3416 Leafwood	Exterior painting	Approval letter sent 9/21/07
8/13/07	3404 Oakhill	Painting the garage door trim	Approval letter sent 9/21/07
9/5/07	3405 Cheryl	Exterior painting	Approval letter sent in error by PML – follow up letter to be sent this week
9/14/07	3520 Broadview	Exterior painting	Pending receipt of neighbor's signatures
9/14/07	1657 Toyon	Exterior painting	Pending receipt of neighbor's signatures

UNFINISHED BUSINESS

3.1 Restatement of Governing Documents – No report.

3.3 Website – During email correspondence, the Board of Directors approved to have Mary Beth Wilson establish a website for the Sugarloaf HOA with the following approximate charges:

Initial Build Fee - \$1200

Site Maintenance - \$180 per year

Domain Name - \$9 per year

Site Hosting - \$120-150 per year

8.1 Large Tree Pruning – No report.

8.3 Irrigation System – Miles Dooher reported that he is working with Lee's Gardening Service and PML to determine the location of the irrigation controllers. After the controllers are located, Miles proposed hiring the services of J. Cozzolino Landscape Maintenance Company to survey the irrigation system in order to provide specifications for the necessary repair/replacement of various irrigation heads, controllers, and valves. This information will then be submitted to other landscape companies, including Lee's Gardening Service and J. Cozzolino Landscape Maintenance Company, in order to bid on the repair/replacement work. No underground irrigation lines are included in this investigation.

8.4 Towing of Cars – Tabled for more review.

NEW BUSINESS

9.1 2008 Budget – PML stated that a draft budget would be provided by the next Board Meeting.

9.2 2008 Annual Meeting – On a motion duly made, and seconded, the Board unanimously approved to appoint PML Management as the election official for the Annual Meeting of Members, scheduled for January 22, 2008.

9.3 Resignation of Officer - Frank O'Neill presented a letter stating that, effective immediately, he would be resigning his position as President and would remain on the Board of Directors as a member only. Bob Kiss will now assume the role of President pending an election to that position, by the Board of Directors at the October Board Meeting.

PENDING ITEMS

DeNali HOA – Frank O'Neill stated that a payment has been made in full as of 9/10/07 to the DeNali Homeowners Association in the amount of \$14,051.43 for the use of the tennis courts over the past 6 years, up to June 2007, per a long-standing contract with DeNali Homeowners Association. A statement will be presented to Sugarloaf from DeNali on a quarterly basis for payment.

DeNali Parking Lot – The Board reviewed correspondence from Sugarloaf owner Andy Ames discussing the chained parking lot and requested that his correspondence be attached to the Board Meeting Minutes.

2007 Audit – Pending completion

Reserve Study – Pending completion.

ADJOURNMENT

The next regular Meeting of the Board of Directors was scheduled for Tuesday, October 23, 2007, at 5:30 pm in the office of PML Management. There being no further business before the Board, the Meeting was adjourned at 7:00pm.

Respectfully submitted,

Deborah McGraw, CCAM
PML Management Corporation