

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

July 29, 2008

ORDER

The Meeting, which was held in the office of PML Management Corporation, was called to order at 5:40pm. Board Members Larry Connell, Miles Dooher and Bob Kiss and were in attendance. Director Mark Brosche was absent. Deborah McGraw represented PML Management Corporation.

OPEN FORUM

There were no owners present to discuss items under Open Forum.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar and agreed to move the "Appointment of Director to Fill Vacancy" to be discussed after the Reports.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Miles Dooher and seconded by Larry Connell, the Minutes of the June 24, 2008 Board of Directors Meeting were approved as amended.

REPORTS

Treasurer – Larry Connell reported on the financial statement for the period ending 6/30/08 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	525	145,844	75,054	(70,790)
Total Maint. & Repairs	0	22,787	37,458	(14,671)
Total Utilities	1,749	5,003	7,152	(2,149)
Total Admin. Expenses	4,057	21,820	21,858	(38)
Total Reserve Expenses	0	4,373	6,342	(1,969)
Total Assets		298,387		
Total Liabilities		24,925		
Total Fund Balances		273,462		

Larry Connell reported that he is currently discussing purchasing laddered CD's with Allen Gibbs of Oppenheimer. PML recommended sending the approved 2007 Audit, as prepared by Karen Hahn to Association members. It was agreed that Larry will contact Attorney John Garvic to determine if the Audit is required by law to be mailed to all members.

Landscape Committee – Miles Dooher reported that the first landscape walkthrough had been performed with Ben of J. Cozzolino Landscape services and Deborah McGraw of PML on July 1, 2008. The Board then reviewed the notes as prepared by PML from the walkthrough. The next walkthrough is scheduled for August 5, 2008, at 9am. Miles then stated that it appears some of the irrigation sprinkler heads are being broken, possibly from animals in coming from the City's open space. It was agreed to target replacing the irrigation risers with pop-up sprinkler heads where problems are identified.

Architectural Control Committee – Bob Kiss reviewed the following projects which were approved since the last meeting:

Date Received	Address	Description of Work	Status
July 3, 2008	1624 Toyon	To replace mailboxes for 1624, 1628, 1632, and 1638 Toyon	Approval letter sent July 22, 2008
July 3, 2008	1609 De Anza	To install an air conditioner	Approval letter sent July 7, 2008

Bob Kiss also stated that the audit finding letters have been mailed to affected owners. It was discussed that some of the letters required the Association's Architectural Request Form to be included, which was not done. PML will send the form to all owners who require it at no charge to the Association.

Bob informed the Board that a member of the ACC had noticed that 1404 De Anza had repainted the exterior without submitting an architecture project form. Upon further investigation, the ACC determined that the new paint scheme was not a scheme approved under either the original group of 2-color schemes or the 2002 3-color schemes. Since the paint scheme would not be approvable even if a project form had been submitted, the Board agreed that the painting of the home exterior was out of compliance with Association regulations. The Board concluded that a letter should be sent to the homeowner informing them that the new exterior paint scheme was out of compliance and requesting remediation of the issue.

UNFINISHED BUSINESS

Large Tree Pruning/Fire Break – Bob Kiss stated that on July 24th he, Miles Dooher and Deborah McGraw of PML, attended a meeting with City Manager Susan Loftus and Fire Chief Daniel Belville in order to discuss the issue of firebreak requirements where Sugarloaf/City boundary areas may overlap. The meeting was requested by the SHOA Board. It was agreed by all parties that there is an issue of possible overlapping areas and that this presents some potential issues in terms of ensuring proper fire break activities occur and also managing costs associated with activities in overlapping areas. Chief Belville stated that he will investigate the areas and provide a proposal to address the issue. The meeting was very cordial. The Board will provide further updates as the topic progresses with the city.

Miles Dooher stated that Advanced Tree Care (ATC) has completed most of the fire break work with the exception of some areas in the Cherrywood section. Tom Ames SMFD inspector has approved the work completed and will send us a letter to that effect. Rob, of ATC, expects to complete the job in the next two weeks. He is waiting on tree removal permits from the City.

Member Privacy & Electronic Communications – PML reported that many of the homeowners have responded to the Board's recent mailing, and will prepare a report to be submitted to the Board via email.

Property Manager Contract Renewal – Bob Kiss stated that the Board is still reviewing the proposed renewal contract.

Painting of Address Numbers on Curbs – Larry Connell stated that he has contacted Community Safety Services and is waiting for a proposal from Patrick Gavin, who has painted the address numbers for the Association in the past.

NEW BUSINESS

Appointment of Directors to Fill Vacancy – Jack Albrecht attended the meeting in order to be considered as a replacement Board Member for the vacancy open due to the resignation of Frank O'Neill. After some discussion a motion was made by Miles Dooher, seconded by Larry Connell, and passed by a unanimous vote to appoint Jack Albrecht as a Director on the Sugarloaf Board.

2009 Draft Budget Review – PML stated that the 2007 reserve study, as prepared by Paul Trower will be used, in preparation of the 2009 draft Budget. The first draft will be presented to the Board at the August Meeting.

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Tuesday, August 26, 2008. There being no further business before the Board, the Meeting was adjourned at 6:55pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation
SHOA Board Mtg Minutes July 2008