

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

June 24, 2008

ORDER

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

OPEN FORUM

The owner of 3405 Leafwood attended the meeting to discuss her concern about the dilapidated landscaping condition of the home for sale at 3401 Leafwood. The Board discussed reporting the issue to the City of San Mateo's code enforcement department. Miles Dooher agreed to go to the City Hall to determine if the association has any recourse in this matter since the listing realtor had previously been contacted by SHOA about the appearance.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar and agreed to move the start of the budget process to August from September. PML was asked to send the revised Calendar to the website administrator for posting.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Miles Dooher and seconded by Mark Brosche, the Minutes of the May 27, 2008 Board of Directors Meeting, were approved as submitted.

REPORTS

Treasurer – Larry Connell reported that he will be contacting Harry Kunze of Oppenheimer to discuss the purchase of a new CD and then reported on the financial statement for the period ending 5/31/08 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	(8)	145,319	62,545	(82,774)
Total Maint. & Repairs	3,600	22,787	31,215	(8,428)
Total Utilities	1,449	3,254	5,960	(2,706)
Total Admin. Expenses	4,139	17,763	18,215	(452)
Total Reserve Expenses	2,000	4,373	5,285	(912)
Total Assets		309,854		
Total Liabilities		31,014		
Total Fund Balances		278,839		

The Board then reviewed the draft 60-day delinquency letters and on a motion duly made by Larry Connell and seconded by Miles Dooher, the Board unanimously agreed to have the letters sent to the involved owners.

Landscape Committee – Miles Dooher stated that the irrigation concerns at 1404 DeAnza and 3413 Westwood have been completed. Also he reported that the 1900 Parkwood easement area has been reported as not receiving water to that area. PML was requested to issue a work order to Jim Cozzolino to inspect the area and provide his irrigation recommendations. With regard to the landscape maintenance contract, it was determined that the newly approved contract J. Cozzolino Landscape Services would begin on July 1, 2008.

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

Date Received	Address	Description of Work	Status
5/8/08	3405 Douglas Ct	To install an iron fence in the front of their property	Approval letter sent on 6/19/08

Bob Kiss also stated that the Committee has completed the 2008 External Audit and will be sending their report to PML for draft letters to be prepared and reviewed by the committee before they are sent to the involved owners. Bob requested that PML research and communicate San Mateo city code governing acceptable hours for residential construction projects.

Public Safety – See unfinished business.

UNFINISHED BUSINESS

Large Tree Pruning – The Board discussed the draft large tree pruning agreement and contract with Advanced Tree Care and requested PML to revise various areas of the documents for clarification purposes. PML will revise the documents and send the final copy to the Board via email for final approval. Advanced Tree Care has stated that the project is due to commence on June 30, 2008 and will take approximately 45-60 days to complete. Upon completion of each section, it was agreed that Tom Ames, San Mateo's Fire Marshal representative, will inspect the area with Landscape Chairmen Miles Dooher and Robert Weatherill of Advanced Tree Care in order to determine if the area has been completed to the Fire Marshal's standards. The Board was confident that the final contract and agreement would be completed to enable the project to begin within one week of the target 6/30 start date.

Bob Kiss mentioned that he will be sending a letter to the San Mateo city manager requesting a meeting to discuss future management of fire break project scope and cost in areas where the SHOA and city boundaries overlap within the fire break zones. The Board agreed with this approach.

Public Safety – Larry Connell stated that PML has provided him with the bid information from Community Safety Services for repainting of the address numbers on the curbs. Larry will follow up with the contractor and provide and update at the next Board meeting. Ultimately, information is planned to be provided to the members in an Association newsletter to inform of the program and maximize participation.

Member Privacy & Electronic Communications – Bob Kiss presented a document to be sent to all owners requesting them to state if they choose to "opt-out" of the Association's public membership list. Also, in the same document, owners are asked to provide their email address to be placed on the list of owners who would like to receive email communications in lieu of paper communications in the future. On a motion duly made by Miles Dooher and seconded by Larry Connell, the Board unanimously approved the document content and agreed for it to be mailed to all owners in the upcoming mailer planned to deliver the approved new governing documents.

Property Manager Contract Renewal – After review of the proposed renewal contract, a motion was made by Mark Brosche to retain PML as the management company based on their performance and services provided, subject to review of the final management agreement by a majority vote of the Board. The motion was seconded by Larry Connell and unanimously approved by the Board.

NEW BUSINESS

Appointment of Directors to Fill Vacancy – The Board stated that the position is still open.

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Tuesday, July 29, 2008. There being no further business before the Board, the Meeting was adjourned at 7:48pm.

Respectfully Submitted,

Deborah McGraw
PML Management Corporation