

Corrected May 5, 2008

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

March 25, 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. Board Member Frank O'Neill was absent. Deborah McGraw represented PML Management Corporation.

OPEN FORUM

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

AGENDA & CALENDAR REVIEW

On a motion duly made, seconded and unanimously approved, the Board agreed to move Unfinished Business Item 8.1 Large Tree Pruning, to discuss the item after Approval of Previous Meeting Minutes. Then, on a motion duly made and seconded, the Board approved the calendar and agenda as amended.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the Board unanimously approved the January 22, 2008 Minutes of the Annual Meeting of Members, as amended. Also, on a motion duly made and seconded, the Board unanimously approved the March 29, 2007 Reconvened Annual Meeting of Members, as submitted. Also, on a motion duly made and seconded, the Board unanimously approved the February 26, 2008, Minutes of the Board of Directors Meeting subject to final revision.

REPORTS

Treasurer – Larry Connell reported that Karen Hahn, CPA, is in the process of completing the Association's Audit for the year ended December 31, 2007. A meeting has been arranged between Larry Connell, Karen Hahn, and Greg Fox of PML, for April 17, 2008 to review the draft Audit with respect to audit adjustments. Mr. Connell then reviewed the financial statement for the period ending 2/29/08 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	(1,155)	143,424	25,018	(118,406)
Total Maint. & Repairs	6,818	7,212	12,486	(5,274)
Total Utilities	14	387	2,384	(1,997)
Total Admin. Expenses	10,210	7,548	7,286	262
Total Reserve Expenses	4,718	4,718	0	4,718
Total Assets		335,023		
Total Liabilities		31,052		
Total Fund Balances		303,971		

Larry requested that PML provide bank account reconciliation copies each month.

Landscape Committee – PML reported that the California Water Service Company has sent a request for the irrigation backflow assemblies to be inspected no later than 6/16/08. A work order has been sent to J. Cozzolino Landscape Services, who is an authorized inspector of backflow assemblies. The Board then reviewed a memo regarding a tree pruning request from the owner of 1491 Cherrywood, which backs up to the open space behind the "lanes." After some discussion, the Board requested PML to send a letter to

the owner stating that they are authorized to remove any tree limbs hanging over into their backyard, and the large Oak tree will be inspected during the large tree pruning project. PML then stated that the minor fence repair, which became necessary due to wind storm damage in January 2008, at 3413 Leafwood, has been approved at a cost of \$225. PML was instructed to notify the owner of 3401 Cheryl Court that the Cypress tree on the hill behind their property will be pruned during the large tree pruning project scheduled for May 2008, and to notify the owner of 3416 Chris Lane that the trees hanging over the garage and side of the home will be pruned during the large tree pruning project scheduled for May 2008.

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

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
2-6-08	3416 Chris Lane	Replacement of the external fence and internal deck	Approval letter sent 3-6-08
2-23-08	1668 Toyon Court	Addition of a wooden gate, paint color 2G, to the front entrance	Approval letter sent 3-6-08
2-19-08	3412 Chris Lane	Replacement of a wood fence	Approval letter sent 3-6-08
3-14-08	1917 Parkwood	Repaint the garage door in Oxford Brown and the retaining wall in Bone	Approval by Committee on 3/25/08

Mr. Kiss mentioned that the Annual External Audit is tentatively scheduled to take place in April/May 2008.

UNFINISHED BUSINESS

8.1 Large Tree Pruning - Bob Bernicchi, owner of 3517 Broadview Court, attended the meeting as requested by the Board of Directors in order to discuss his involvement with the Large Tree Pruning project. It was determined that Mr. Bernicchi will assist PML with the preparation of the project specifications. With respect to the project, Mr. Bernicchi offered to speak with the City of San Mateo, in order to clarify their involvement with regard to maintenance of the Open Space behind the homes on De Anza, Parkwood Drive, Toyon Court, Parkwood Court, and Broadview Court.

11.2 Landscape Contract Review – Miles Dooher presented a final draft of the landscape maintenance contract to the Board for their review. On a motion duly made and seconded, the Board unanimously approved of the contract and requested that it be distributed to at least three landscape bidders .

NEW BUSINESS

3.1 Reporting of Election Results – The results of the Annual Meeting of Members are as follows:

Bob Kiss 126 votes
Miles Dooher 111 votes
Frank O'Neill 70 votes
Chris Callegari 32 votes
Saeed Namdar 31 votes

Therefore the three candidates with the most votes being, Bob Kiss, Miles Dooher and Frank O'Neill, were elected to the Board. Frank O'Neill submitted a resignation letter on March 24. Since the election process had been conducted with Mr. O'Neill on the ballot, he was elected to the Board based on the

election results. His resignation was accepted corresponding to the 2008-2009 term. Per Bylaws Section 6.4, the Board may elect a successor.

The Tax Resolution passed with 124 votes in favor and 0 opposed. The Governing Document Revisions passed with 118 in favor and 4 opposed.

3.2 Election of Officers/Appointment of Committee Chairs – On a motion duly made and seconded the following officers were elected:

President	Bob Kiss
Vice President	Miles Dooher
Secretary	Mark Broche
Treasurer	Larry Connell
Member at Large	(Open)

Landscape Committee	Miles Dooher (Chair)
Architectural Control Committee	Bob Kiss (Chair)

3.3 Landscape Compliance Issue – The Board discussed the poor landscape condition of the home at 3401 Leafwood. It was discussed that this home is currently in foreclosure. The Board requested the Architectural Control Committee to review this home during the upcoming External Audit.

3.4 2007 Audit – Pending approval of draft audit. See Treasurer report.

PENDING ITEMS

Painting Compliance – The Board requested PML to send a letter to the owner of 1505 De Anza Blvd. to notify them of their opportunity to attend a hearing before the Board, on April 22, 2008, with respect to painting compliance.

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Tuesday, April 22, 2008. There being no further business before the Board, the Meeting was adjourned at 8:08pm.

Respectfully Submitted,

Deborah McGraw
PML Management Corporation