

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

November 25, 2008

ORDER

The Meeting, which was held in the office of PML Management Corporation, was called to order at 5:41pm by President Bob Kiss. Other Board Members in attendance were Jack Albrecht, Larry Connell, and Miles Dooher. 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. On the calendar, the Board requested to move the Management Contract Review from April to February and to add the 2009 annual meeting date of Jan 21.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Jack Albrecht, and seconded by Miles Dooher, Minutes of the October 28, 2008 Board of Directors Meeting were approved as submitted with Larry Connell abstaining from the vote.

REPORTS

Treasurer – Treasurer Larry Connell, reported on the financial statement for the period ending 10/31/08 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	121	147,851	125,090	(22,761)
Total Maint. & Repairs	3,074	40,394	62,430	(22,036)
Total Utilities	882	12,115	11,920	195
Total Admin. Expenses	2,558	40,592	36,430	4,162
Total Reserve Expenses	0	32,088	10,570	21,518
Total Assets		242,997		
Total Liabilities		6,617		
Total Fund Balances		236,381		

Larry Connell stated that he will be opening two CD accounts in solid banks which would provide a good rate of return on their investment. He will consult with Mark Brosche to ask his opinion on which bank he would recommend purchasing the CDs. After review of an email from Attorney John Garvic, regarding acct 062-000560, PML was requested to contact Allied Trustee Services to determine if they are able to locate the owner responsible for payment of the delinquent Association dues.

Landscape Committee – Miles Dooher reported that many shrubs in the various common areas have been pruned. PML stated that they have approved (at the direction of Miles Dooher) of a proposal from J. Cozzolino Landscaping to installing replacement plants in various areas of the common area at a total cost of \$706. Miles stated that in the six months that Jim Cozzolino's company has been on site, he has seen an improvement in the upkeep of the landscaping and believes that they are performing their duties well. After review of the landscape notes for the walkthrough performed on November 4th, it was noted that there will not be any landscape walkthroughs scheduled for December 2008. Miles also reported that he has left a voice mail message for Fire Marshall Michael Leong regarding the City's fire protection responsibilities for the Open Space and not received any response as of yet.

Architectural Control Committee – Bob Kiss stated that he has not received any new Architectural change requests since the October board meeting. Regarding the issue with a possible fence being installed at 3401 Leafwood, Bob Kiss stated that he has found the city code referring to fence installations and forwarded the information to the new owners. Bob will contact the owners to determine if they still want to proceed with the fence work.

Public Safety – Larry Connell reported that he received a call from an owner concerned about people taking items from Association residents' recycling bins. PML was requested to contact the San Mateo Police Department to see if they can monitor the situation.

UNFINISHED BUSINESS

Property Manager Contract Renewal – PML presented a revised property management contract per changes requested by Bob Kiss, via email. After review of the contract, PML was requested to make a few additional changes and re-submit the contract to Bob for review.

Review of Draft 2009 Budget – After review of a draft budget where the dues will remain at \$626 per year per unit, as prepared by PML, a motion was made by Larry Connell, and seconded by Miles Doohar, to approve of the budget. The motion was unanimously approved by the Board. The budget indicates a reserve budget funding at the end of 2009 in excess of 95%. There was a discussion regarding the delinquency date for the annual dues payment and the Board determined that all dues will be delinquent as of 2/1/09. PML was requested to send the Board a list of past due owner's accounts before sending any delinquency letters to the owner.

Painting of Address Numbers on Curbs –PML presented a proposal from Community Safety Services to repaint all 226 house numbers on the curbs at a cost of \$2,712. After some discussion a motion was made by Bob Kiss, seconded by Larry Connell, and unanimously approved to accept the bid. PML will contact Community Safety Services to schedule the work and notify the Board via email. The Board agreed that this type of work should be considered a recurring expense that should be programmed into the reserve budget approximately every 5 years.

NEW BUSINESS

Review of Status of Nominations for Board Positions in 2009 Election – The Nominating Committee will provide PML with a list of potential candidates prior to sending the Annual Meeting notification to all owners for the Annual Meeting of Members scheduled for Wednesday, January 21, 2009. Bob Kiss stated that the City of San Mateo would like to attend the Annual Meeting to talk to the owners about the city's "SMART" program aimed at reducing the city's carbon footprint. Bob also requested PML to send a draft of the Annual Meeting packet to him for review prior to sending the document to all owners.

CORRESPONDENCE REVIEW

Owner Bob Bernicchi has contacted the City of San Mateo to request they change the street sweeping schedule from Mondays as it conflicts with garbage pick up days. On the private streets, there are no sidewalks. Therefore, garbage and recycling bins might block the street sweeper's path on garbage pickup days. The Board will await an update from Bob as to status of this request.

ADJOURNMENT

The next Board of Directors Meeting was scheduled to be held directly following the Annual Meeting, scheduled for Wednesday, January 21, 2009. There being no further business before the Board, the Meeting was adjourned at 7:58pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation