

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

September 23, 2008

ORDER

The Meeting, which was held in the office of PML Management Corporation, was called to order at 5:40pm by President Bob Kiss. Other Board Members in attendance were Larry Connell, Jack Albrecht, 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. The calendar is to be revised to show the appointment of the election Nominations Committee in September of each year.

APPROVAL OF PREVIOUS MEETING MINUTES

The Board reviewed the draft Minutes of the August 26, 2008 Board of Directors Meeting and decided that they will review the proposed edits and confirm the final changes to PML via email.

REPORTS

Treasurer – Larry Connell reported on the financial statement for the period ending 8/31/08 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	422	147,680	100,072	(47,608)
Total Maint. & Repairs	2,478	35,548	49,944	(14,396)
Total Utilities	2,441	9,520	9,536	(16)
Total Admin. Expenses	2,896	35,603	29,144	6,459
Total Reserve Expenses	6,710	31,043	8,456	22,587
Total Assets		256,517		
Total Liabilities		6,248		
Total Fund Balances		250,268		

Larry Connell requested PML to provide new signature cards for the operating and reserve accounts to be signed by all Board members and adding Jack Albrecht as the new Director. Larry then authorized PML to send the 90 day delinquency letter to account #062-000560. Larry also stated that he will be moving \$95,000 from the Association's money market account into a Bank of America CD account. PML stated that they have sent the requested information to Trower in order for the annual accounting update (reserve study) to be completed in order to be used in preparing the 2009 Budget. The Board then reviewed the expense report as provided by Greg Fox.

Landscape Committee – Miles Dooher reported that the next landscape walkthrough is scheduled for October 7, 2008. The Board then reviewed the landscape report for the month of August, 2008, as submitted by J. Cozzolino Landscape Services. Miles also stated that he is in the process of obtaining irrigation controller and backflow information from Jim Cozzolino for the reserve portion of the draft budget. Regarding the hedge at 1813 Parkwood, Bob Kiss reported that the City of San Mateo says the height of the hedge is not a problem, as far as they are concerned in terms of being a traffic hazard. Bob noted that the 1813 owner has significantly trimmed the hedge anyway, in responding to the questions being raised. The Board thanks the owner and this topic is considered closed.

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>
8/8/08	3404 Chris Lane	To paint the exterior of the home in color scheme D	Approval letter sent 8/28/08
7/9/08	1517 De Anza	To replace all the windows with Anlin Catalina Series Single Slider windows with white vinyl frames	Approval letter sent 9/9/08
8/21/08	1669 De Anza	To paint the exterior left side of the home in its existing colors	Approval letter sent 9/9/08
8/5/08	1628 Toyon Court	To paint the trim above the garage door in 183 Mesa Brown	Approval letter sent 9/9/09
8/27/08	1900 Parkwood Drive	To paint the exterior of the home in #36 Navajo White for the stucco and #201 Eldorado Tan for the trim	Approval letter sent 9/9/08
8/19/08	1850 Parkwood Drive	To replace all the windows in the exterior color of “Royal Spectra-Coat Almond”	Approval letter sent 9/16/08
9/10/08	1638 Sugarloaf	To paint the exterior of the home in Scheme F	Approval letter sent 9/23/08

Bob then presented a revised Architectural Control Request form which clarifies that a Frost window and sliding door trim color is optional, and not required, when installing white-framed windows and sliding doors. On a motion duly made by Bob Kiss and seconded by Larry Connell, the revised form was unanimously approved by the Board.

UNFINISHED BUSINESS

Large Tree Pruning/Fire Break – Miles Dooher reported that he has sent a letter to Fire Inspector Tom Ames thanking him for his assistance during the completion of Phase 1 of Sugarloaf’s Defensible Fire Space Project. Miles is also going to draft a follow-up letter to the San Mateo Fire Chief regarding shared accountability in overlapping city/SHOA areas covered by Fire Break requirements with a target of sending the letter in early October (60-day follow-up from the original meeting). The Board then discussed the Large Tree Pruning Phase 2 specifications for the Open Space between Cherrywood and DeAnza where, based on a meeting with Robert Weatherill (ATC), Tom Ames (Fire Marshal’s office), and Miles Dooher, it was determined that the work would involve raising canopies of trees within 100 feet of buildings and structures to 6 feet clearance to prevent laddering, and hauling away any fallen trees and wood of less than 6 inches in diameter, leaving larger trunks lying on the ground. The cost for this work is estimated at \$30,240 by ATC. This figure will be used for 2009 budgeting purposes.

Member Privacy & Electronic Communications – PML reported that 50 out of 226 homeowners have responded to the Board’s recent mailing.

Property Manager Contract Renewal – Bob Kiss will discuss the revised contract with Larry Connell and contact PML for a meeting to review the final changes.

Painting of Address Numbers on Curbs – Larry Connell stated that he is waiting to receive bids for painting of the house numbers on the curbs.

Review of Draft 2009 Budget– Larry Connell stated that he is waiting for the annual accounting update (reserve fund) from Trower.

Governing Documents – Inclusion of Easement Descriptions – Bob Kiss stated that he and Miles Dooher will finalize the proposed changes and confirm them with Attorney John Garvic for inclusion in the annual meeting packet.

NEW BUSINESS

Annual Elections – On a motion duly made by Bob Kiss and seconded by Miles Dooher, the Board unanimously approved of PML as the Election official for the upcoming 2009 Annual Meeting of Members. In addition a motion was made by Bob Kiss, seconded by Miles Dooher, to approve of Jack Albrecht as the Chair of the Nominating Committee with Carol Wilhelmy and Katie Flynn as committee members. The motion was unanimously approved by the Board.

CORRESPONDENCE REVIEW

The Board reviewed correspondence received by the owner of 3517 Broadview requesting the Board to research the Association's responsibility for maintenance of utilities located in the Association's private streets. PML took the action item to perform the research and report findings back to the Board.

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Tuesday, October 28, 2008. There being no further business before the Board, the Meeting was adjourned at 7:18pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation