

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting January 21, 2009

ORDER

The Meeting, which was held at the San Mateo Senior Center, was called to order at 7:50pm by President Bob Kiss. Other Board Members in attendance were Jack Albrecht and Larry Connell, and Miles Dooher. Director Mark Brosche was absent. Joseph D'Agostino represented PML Management Corporation. It is noted that this meeting occurred just after the 2009 Association Annual Meeting.

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, as requested by management, the Board moved the February 2009 Board Meeting to March 3, 2009 so the election ballots could be tallied at the next open Board Meeting (providing not less than 35 days to return ballots, as required by the Association's Election Rules). It was also requested that a discussion on the sewer lateral lines be put on the agenda for the next Board Meeting.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Jack Albrecht, and seconded by Miles Dooher, Minutes of the November 25, 2008 Board of Directors Meeting were approved as amended.

REPORTS

Treasurer – Treasurer Larry Connell, reported on the following:

- Mr. Connell made a motion, seconded by Miles Dooher, to contract with Karen Hahn to perform the 2008 Audit of the Associations financial records. The motion passed by unanimous vote.
- Mr. Connell also recommended that the Association not move any money into CD's at this time because the interest rates are not much better than what they are getting in the money market account. He stated he would continue to search for better rates.
- It was requested that PML follow up to make sure that Jack Albrecht has been added to the US Bank signature cards.
- The Board reviewed a request from a homeowner regarding dues payments. It was decided that, if possible on management side and no additional costs are incurred because of this request, the Association would honor this request.

Landscape Committee – No Report beyond what had just been communicated at the Association Annual Meeting.

Architectural Control Committee – An architectural change request was approved on December 17 for 1846 Parkwood Drive. The work scope was to repair the stained wood and garage door to match the existing stucco color. Bob provided the Board with a copy of the annual report for the Architectural Control Committee for inclusion in the meeting notes.

Public Safety – No Report

Website – Bob Kiss provided the Board with a copy of the annual report for the Association web site for inclusion in the meeting minutes.

UNFINISHED BUSINESS

Property Manager Contract Renewal – PML presented a revised contract per changes requested by the Board. On a motion duly made by Miles Dooher, and seconded by Jack Albrecht, and passed by unanimous vote, the Board approved PML's contract renewal as presented. Bob Kiss requested that PML provide the Board with a copy of the new contract once PML has signed.

NEW BUSINESS

No new business

CORRESPONDENCE REVIEW

The Board reviewed any correspondence submitted without comment.

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Tuesday March 3, 2009. There being no further business before the Board, the Meeting was adjourned 8:45pm.

Respectfully Submitted,

Joseph D'Agostino, CCAM
PML Management Corporation

Architectural Committee 2008 Review Report

The Sargarloaf HOA Architectural Control Committee (ACC) manages architectural changes and monitors architectural status to ensure that property values can be maintained as high as possible. For 2008, the committee was composed of Katie Flynn and Bob Kiss (Chair).

The committee's two main activities are reviewing and ruling on architectural change requests and performing the annual properties audit. In addition, during early 2008, the committee worked to populate the new SHOA website with architectural documents and information. The website is up and running with numerous architectural documents available for download.

During 2008, thirty-three (33) project approval forms were submitted to the ACC. Thirty were approved, one was not approved, and two are still pending. Typical turnaround time from request to approval notification (via email or phone call) was roughly one week.

The 2008 exterior audit was conducted in late May 2008, with all 226 properties being audited by the ACC and SHOA Board members. There were 40 Priority A findings and 24 Priority B findings. Priority A findings are significant issues (e.g., paint condition, roof condition, landscaping, etc.) that the audit team felt needed to be addressed as soon as possible by the property owner. Audit finding letters were sent to each Priority A owner, requesting remediation by October 1, 2008. Priority B findings are noted by the committee as not necessarily needing immediate remediation (some exceptions exist). But, the issues are documented for tracking in the subsequent year audit. As of early January, 2009, approximately 60% of the Priority A owners contacted had responded with commitments to remediate, and approximately 55% had completed the work.

The committee is in the process of finalizing paint and roof database which provides a listing of the current existing paint schemes and roof colors/materials. It is intended to post this new information on the SHOA website in Q1 2009. Additionally, the committee is working to post photographs of the available color scheme selections on the SHOA website in Q1 2009.

The committee Chair thanks Katie Flynn for her services to the committee in 2008, Miles Dooher for his assistance with the annual audit, and Bill Reilly for his assistance with the color scheme photos.

Report prepared by Bob Kiss, 20 Jan 2009

Sugarloaf HOA Website One-Year Review Report

The website (www.sugarloafhoa.org) was officially launched in mid-January of 2008. The website was constructed by MBW Consulting at a cost of \$1200. We pay \$180 per year to MBW Consulting for unlimited site maintenance (posting new documents, changing layouts and information, etc.). Additionally, we pay \$10 per year to register our site name and about \$95 per year to APlusNet, the company that actually houses the website on their computer servers. In summary, the website currently costs SHOA about \$285 per year to maintain. The Sugarloaf HOA contact to MBW Consulting is Bob Kiss.

The information below is for the time period of February 1, 2008 through January 17, 2009, approximately 12 months. During that period of time, there were 740 total visits to the Sugarloaf HOA home page. Further details are provided below on the top 10 website areas visited and the top 10 documents downloaded:

Website Area Visited	# of Visits in 12 Months
Residents / Documents	298
Residents / Architectural	282
Residents / Contact	264
Photo Gallery	244
Community / About	221
Residents / Landscape	212
Residents / Links	196
Community / Map & Directions	162
Residents / Documents / Minutes & Newsletters	141
Disclaimer	130

Document Downloaded	# of Downloads in 12 Months
Board Meeting Minutes (various)	510
Architectural Project Form	407
Newsletters (various)	399
Sugarloaf HOA Declaration	261
Painting Process Flow	231
Sugarloaf HOA Bylaws	216
Association Calendar	174
Paint Formulas	109
Exterior Paint Color Rules	64
Garage Door Paint Color Rules	49

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