

## SUGARLOAF HOMEOWNERS ASSOCIATION

### Minutes of the Board of Directors Meeting

June 23, 2009

#### ORDER

The Meeting, which was held in the office of PML Management Corporation, was called to order at 5:43pm by Vice-President Jack Albrecht. Other Board Members in attendance were Miles Dooher, Larry Connell, Rhoda Meade and Bob Kiss. Sabrina Davis represented PML Management Corporation.

#### OPEN FORUM

There were no items brought before the Board in open forum.

#### AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. On a motion duly made and seconded, the Calendar was unanimously approved as amended.

#### APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the Minutes of the May 26, 2009 Board of Directors Meeting were unanimously approved as amended.

#### REPORTS

**Treasurer** – The May 2009 financial summary information was not available for review.

Ms. Davis noted that PML Accounting is in the process of producing the May 31, 2009 financial statement. The Board noted to PML that they are highly disappointed in PML Accounting that they do not have the 05/31/09 financial statement ready and request that future financial statements be ready within the first half of the following month.

Mr. Connell stated that he and Greg Fox of PML Management had met with Karen Hahn to review the draft audit. He then stated that no errors or discrepancies were found, therefore the audit was approved and mailed to all owners on May 8, 2009. The Board then questioned what the status of account 062-000560 was with Allied Trustee Service. Ms. Davis noted that she had contacted Allied Trustee who stated that they were still in the process of setting up the account in their system. The Board requested for PML to contact Allied trustee to see why it is taking so long as the account was turned over for collections approximately two months prior.

**Landscape Committee** – Mr. Dooher reviewed Cozzolino landscape noted from May 2009. Mr. Dooher then noted that the Landscape Committee had met with Jim Cozzolino to review the space between 1521-1555 Cherrywood Drive. Mr. Cozzolino agreed to provide landscape service at this space at a cost not to exceed \$700.00. Mr. Dooher noted that this are will be cleared on Thursday, June 25, 2009. Mr. Dooher then stated that the would send a letter to the City once the clearing has been completed (the City had forwarded a complaint from an Owner on Cherrywood Drive about the condition of the landscape). He then noted that the Association is still working with the Fire Marshal on cost-sharing with the firebreak defensible space brush clearing and tree trimming projects and would notify the Board once a final agreement has been made. Mr. Dooher then stated to the Board that the Owner of 1666 De Anza was concerned that the weed clippings from the firebreak project were not removed and could pose a potential fire hazard. Mr. Dooher noted that the Fire Marshal had previously approved leaving the weed clippings from the firebreak on the ground to decompose.

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

<b><u>Date Received</u></b>	<b><u>Address</u></b>	<b><u>Description of Work</u></b>	<b><u>Status</u></b>
05/29/09	1920 Parkwood Drive	Replace roof	Approval letter mailed on 06/05/09
06/09/09	1662 De Anza Blvd.	Repaint home in original colors	Approval letter mailed on 06/23/09

Mr. Kiss noted that the 2009 external audit has been completed. PML was provided a list of audit findings and asked to draft notifications letters to affected owners within the next few weeks. The letters will be reviewed by the Architectural Control Committee before being sent to owners.

#### **UNFINISHED BUSINESS**

**2009 Firebreak Project Planning / Large Tree Pruning** – Mr. Dooher stated that the Phase II Tree Pruning Project is scheduled to start on or about July 1, 2009 and will last approximately eight days. He stated that the Fire Inspector and Advanced Tree Care will schedule an appointment with each other once the project has been completed so the Fire Inspector can sign off on the project. Once the Fire Inspector has given the all clear, final payment will be issued to Advanced Tree Care.

**Sewer Laterals Maintenance** – Mr. Kiss had stated that he had attended the last SMUHA (San Mateo United Homeowners Association) meeting. SMUHA had no specific experience on this topic, but suggested that the Board should request a meeting with the Department of Public Works to review the issues with the sewer line laterals as well as the street sweeping issues. Mr. Kiss then stated that he had drafted a letter to the DPW detailing the issues and requesting a meeting. The Board then reviewed the letter and on a motion duly made and seconded, the Board unanimously approved Mr. Kiss sending the letter to the head of the DPW.

**Parkwood Drive Activities Concerns Follow-Up** – Ms. Davis noted that she had left another message with Tom from the Department of Public Works requesting that he contact her once the 'no dumping' sign has been fabricated so she may schedule a meeting with the DPW and the Board to review the exact location of where the sign is to be placed on Parkwood Drive.

**Street Sweeping Follow-Up** – See Sewer Laterals Maintenance.

**Completion of Adoption of Declaration Changes Approved in 2009 Annual Meeting** – Ms. Davis noted that the office of John Garvic had received the officially recorded amendments in their office and would forward PML Management the original documents. She then noted that the receptionist from John Garvic's office stated that she would have Mr. Garvic contact the Association regarding the note that should be sent to the homeowners regarding the amendments (including a copy of the amendment). The amendment copies will be produced at no cost to the Association, per the original agreement with Mr. Garvic.

#### **NEW BUSINESS**

**Visitor Parking Signs Replacement** – Mr. Albrecht stated that he had received a proposal from Fast Signs to replace all 22 visitor parking space signs at a cost of \$1201.75. He had noted that the signs from Fast Signs would be all one size (minimum 17"x22") and street grade. On a motion duly made and seconded, the Board unanimously approved Fast Signs to produce the visitor parking signs, all one size and in black text on white background. The Board requested that PML contact Fast Signs to see if they can offer any discounts since the Association would be going through the Management Company.

#### **CORRESPONDENCE & ACTION LIST REVIEW**

The Board reviewed the correspondence with no comment and the action list with minor changes in completed items.

#### **ADJOURNMENT**

The next Board of Directors Meeting was scheduled for Tuesday, July 28, 2009. There being no further business before the Board, the Meeting was adjourned at 6:37pm.

Respectfully Submitted,

Sabrina Davis  
PML Management Corporation