

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

March 24, 2009

ORDER

The Meeting, which was held in the office of PML Management Corporation, was called to order at 5:43pm by President Bob Kiss. Other Board Members in attendance were Larry Connell, Jack Albrecht, Miles Dooher and Rhoda Meade. Homeowner Bob Bernicchi was present. Sabrina Davis and Deborah McGraw 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 with no comment.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made, seconded, and unanimously approved, the Board approved the minutes of the January 21, 2009 Board Meeting Minutes, and the January 21, 2009 Annual Meeting Minutes. The minutes from the March 3, 2009 Board Meeting were also approved, as amended.

REPORTS

Treasurer – Larry Connell reported on the financial statement for the period ending 02/28/09 as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	51	141,581	24,778	(116,803)
Total Maint. & Repairs	2,435	5,603	8,448	(2,845)
Total Utilities	384	727	2,334	(1,607)
Total Admin. Expenses	3,674	7,897	7,204	693
Total Reserve Expenses	0	0	8,026	(8,026)
Total Assets		351,965		
Total Liabilities		6,718		
Total Fund Balances		345,247		

Larry Connell stated that he sent the information to US Bank to purchase a 10 month, 2.5% CD for 100K. He then noted that Karen Hahn is still in the process of completing the draft Audit and has filed for a tax return extension. As soon as the draft audit is ready for review, Larry Connell stated that he would sit down with someone from Karen Hahn's office to go over the audit. Deborah McGraw then reviewed the process of Allied Trustee Service, which is a collection service that is provided free to the Association to pursue delinquent accounts. Allied's fees are charged to the delinquent account, and that is why the service comes at no fee to the Association. She noted that once the Allied Trustee Service agreement was signed, the Board can then send account #062-000560 into collections. The Board then reviewed the delinquency letter prepared by PML to send to owners whose accounts are also delinquent. On a motion duly made and seconded, the Board unanimously approved sending the delinquency notice, edited as noted, to accounts 062-000260, 062-000580, 062-000870, 062-140800, 062-164200, 062-350000.

Landscape Committee – Miles Dooher reported that the backflow testing has been completed by Cozzolino and that he gave two owners who live on Cherrywood (not park of Sugarloaf) permission to cut some branches on Association trees that were overhanging into their backyard. Miles Dooher noted that an electrical box behind the monument has some exposed wires hanging out that Cozzolino will fix. He also noted that he will have Cozzolino provide a bid to install two low lights in front of the monument to make the "Sugarloaf" sign visible at night. The Board then reviewed a proposal to install small Juniper bushes along Parkwood at Highway 92. On a motion duly made and seconded, the Board unanimously approved the proposal to install the Junipers.

Architectural Control Committee – Bob Kiss noted that no new projects have been submitted or approved since the last Board Meeting.

UNFINISHED BUSINESS

2009 Firebreak Project Planning – Miles Dooher noted that he had met with Loral Tree Service and Arborwell, who stated that they would both provide proposals to the Board for the phase two of the tree trimming project. He stated that both companies are in contact with the Fire Marshall and that he would present both proposals to the Board at the next meeting. Miles Dooher then noted that the grass and brush firebreak will probably be done in June, whereas the tree trimming will probably start in July. Miles Dooher then stated that he has not heard back from the City yet about their responsibility to maintain portions of the open spaces bordering on Sugarloaf common space, but will contact the City again to follow up. If a meeting is scheduled, he, Jack Albrecht and Deborah McGraw, along with any other interested Board Members, will attend the meeting.

Sewer Line Maintenance – Bob Bernicchi gave a brief presentation on the sewer line laterals and had questioned who owned and maintained the street laterals on the private streets within Sugarloaf as the City stated that it was not their responsibility. Mr. Bernicchi stated that Sugarloaf Drive, Broadview Court and all of the Lanes off De Anza were considered private streets and had a house lateral as well as a street lateral. Mr. Bernicchi had then questioned who would repair the laterals if they failed. The Board replied that if street lateral repair is indeed deemed to be the Association's responsibility (and not the City's), the Association would make and pay for the necessary repairs. Repairs on house laterals (on homeowner's property) would be the responsibility of the homeowner. The Board also stated that if street laterals are the Association's responsibility, then the Board would look into potentially reserving future funds to help cover the cost of any repairs as well as possible insurance coverage's. The Board acknowledged that this is likely to be a confusing situation for the homeowners and agreed to work on a letter to all homeowners explaining the situation. The timing for such a letter was not specified as there still are some unanswered questions. The Board discussed plans to seek advice from the SMUHA to see if any other Associations has come across the same situation with the street lateral lines on private (not City) roads. This will be taken up once Sugarloaf HOA becomes a member of SMUHA.

Parkwood Drive Activities Concerns Follow-up – Bob Kiss noted that he made small revisions to the letter to the SMPD regarding requesting extra patrols due to illegal activities on the property such as illegal dumping and car burglaries. On a motion duly made and seconded, the Board approved the letter with the revisions for Bob to mail to SMPD. Rhoda Meade then stated that she had researched installing surveillance cameras on Parkwood Drive and noted that there is a minimum of purchasing two cameras, which would require installation of wiring and using someone's garage as a housing unit for the video equipment. The Board then requested Rhoda to look into installing dummy cameras as they will also help deter people from illegal activities. Rhoda also stated that she is still waiting to hear back from the City on the installation of illegal activities signs. It was requested that PML follow up with the City on the status of their offer to place signs.

NEW BUSINESS

PML Annual Performance Review & Contract Renewal – Bob Kiss noted that he and Larry Connell will be meeting with PML Management on Tuesday, March 31st to complete an annual performance review of PML in advance of the April contract renewal. On a related note, Debbie McGraw informed the Board that Sabrina Davis would now become the primary property manager for Sugarloaf, with Debbie being Sabrina's backup. The Board thanked Debbie for her service as primary property manager the last two years and welcomed Sabrina into the new role.

CORRESPONDENCE & ACTION LIST REVIEW

The Board reviewed the action list with minor changes in completion dates.

The Board also discussed correspondence regarding questions about the state of landscaping at/near Lot 94 in Unit 3 (Parkwood / Broadview area). There seems to be some confusion as to the responsibility for landscape maintenance in the area under question (Lot 94 owner vs. Sugarloaf HOA). Initial contact with the Lot 94 owner (by Rhoda Meade) suggested that the owner believed the property in question was owned by the HOA. A preliminary review of county recordings suggests that the area is part of Lot 94. However, there is still question as to whether any landscape easements apply to the area. Further clarification is needed, and Miles and Bob agreed to pursue the issue farther.

Bob Kiss reminded PML that the Board previously approved joining SMUHA and that PML was requested to submit the required membership paperwork and fee. The Board is planning on sending a representative to the monthly SMUHA meetings, but we need to become a member first.

Miles Dooher asked Rhoda Meade (current secretary) to take on the role of screening requests for signup for electronic communications (the link on the Sugarloaf website). Rhoda agreed to take on this role, which primarily involves checking requests against the owner roster and confirming the legitimacy of a request before asking the webmaster to add the email

address to the email mailing list. Bob Kiss agreed to send a note to the webmaster explaining the change in responsibilities and introducing Rhoda to the webmaster.

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Tuesday, April 28, 2009. There being no further business before the Board, the Meeting was adjourned at 7:07pm.

Respectfully Submitted,

Sabrina Davis
PML Management

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