

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

September 29, 2009

ORDER

The Meeting, which was held in the office of PML Management Corporation, was called to order at 5:37pm by President Bob Kiss. Other Board Members in attendance were Miles Dooher, Jack Albrecht, Larry Connell and Rhoda Meade. 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 submitted. Bob Kiss requested that he be sent an updated electronic copy of the calendar for updating the web site.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the Minutes of the August 18, 2009 Board of Directors Meeting and August 18, 2009 Executive Session Minutes were unanimously approved as amended.

REPORTS

Treasurer – Mr. Connell reported that Trower Inc. will be providing a full update for the Reserve Study and that he and Mr. Dooher will be meeting with Mr. Trower next week to go over the Reserve Study components. Mr. Connell noted that the First Bank account will be closed. Closing paperwork was signed by the Board. He also noted that, in reviewing the latest bank statements, a double payment appears to have been taken out for April 2009 PML Management Fees, and requested that PML investigate. Ms. Davis then recommended to the Board that the HOA switch their operating and reserve accounts from US Bank to Community Association Bank. PML Management felt that CAB offered better services and would offer benefits that US Bank could not provide. The Board took the information under advisement, but took no decisions regarding this recommendation. In reviewing the status of member account 000560, PML was instructed to close out the outstanding balance on this account by sending the appropriate checks ASAP to the responsible party (one check from PML, one from the Association) and including copies of the checks in next months manager's report. The Board also requested from PML a copy of the letter sent to Allied Collections canceling the existing contract between the Association and Allied.

Landscape Committee – The Board reviewed the landscape report from Cozzolino Landscape. Mr. Dooher noted that, in speaking with Cozzolino Landscape regarding 2010 budgeting, there is no expected fee increase in the monthly landscaping fee next year. He also stated that he would see if Cozzolino could obtain more wood chips to even out the landscaping in a few remaining spots. Mr. Dooher then provided PML with the landscape budget estimates for the 2010 budget.

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>
08.24.09	1420 De Anza	Restore chimney trim & shingles, work on a-frame above garage, retaining wall and miscellaneous trim	Approval letter sent 08.31.09
08.26.09	1545 De Anza	Repaint garage door	Email verification sent 08.30.09
08.27.09	3401 Leafwood	Replace roof & touchup trim paint	Approval letter sent 09.28.09
08.28.09	1637 Sugarloaf	Repaint chimney	Approval letter sent 08.31.09
08.31.09	1813 Parkwood	Repaint garage door	Email received from Owner

			after work completed.
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Mr. Kiss noted that a total of 40 letters have been sent to Owners in accordance with the 2009 External Audit findings. To date, there have been 16 owner responses and 11 of the projects have been completed. Mr. Kiss stated this represents a 40% owner response rate so far. The committee will continue to track compliance and update the Board.

UNFINISHED BUSINESS

Firebreak Agreement with City of San Mateo – Mr. Doohar reported that the Fire Marshal is working on the agreement language with the City Attorneys for the Firebreak. He noted that the Fire Marshal had forwarded Miles' previous letter requesting reimbursement to the Parks Department and that the Fire Marshal stated he would follow up with the Parks Department to get the status of the reimbursement payment.

Budget & Reserve Study Preparation – Mr. Kiss noted that the budget and reserve study are currently being worked on.

Sewer Laterals & Street Sweeping (Update from Meeting with City) – Mr. Kiss noted he and Mr. Bernicchi are working on a draft letter to the Owners describing what an owner should do in the event of sewer problems, such as if a lateral fails. The draft letter will be targeted for Board review at the October meeting.

Visitor Parking Discussion – The Board noted that some Owners have been parking in the visitor parking spots for many days in a row. The Board requested that PML research this topic and report back with any recommendations on how to address, including any recommendations on written notices that could be placed on cars in violation.

NEW BUSINESS

Appoint Annual Meeting Election Official – On a motion duly made and seconded, the Board unanimously appointed PML Management to be the 2009 Annual Meeting Election Official

Appoint Annual Meeting Election Nominating Committee – On a motion duly made and seconded, the Board unanimously appointed Larry Connell and Rhoda Meade to be the Nominating Committee for the upcoming 2009 Annual Meeting.

CORRESPONDENCE & ACTION LIST REVIEW

The Board reviewed the correspondence. After some discussion regarding vehicle speeds throughout the development, it was recommended that the next newsletter include a reminder about the importance of following the speed limits.

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Tuesday, October 27, 2009. There being no further business before the Board, the Meeting was adjourned at 7:00pm.

Respectfully Submitted,

Sabrina Davis
PML Management Corporation

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