

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

March 2, 2010

ORDER

The Meeting, which was held at the office of PML Management Corporation, was called to order at 5:31pm by President Bob Kiss. Other Board Members in attendance were Jack Albrecht and Miles Dooher. Board Member Rhoda Meade was unable to attend. Sabrina Davis represented PML Management Corporation. This was the February Board of Directors meeting delayed one week to allow the counting of the election ballots.

OPEN FORUM

The Owners of 1404 De Anza attended to follow up on their previously submitted request to the Board to remove 5 Eucalyptus trees that are next to their and their neighbor's unit. The Owners noted that they were worried about the debris the trees drop onto the roofs of the homes and also worried that the trees are a fire hazard. Additionally, the Owners felt the trees are obstructing view. The Owners noted that they have already applied and received approval from the City to remove the trees and replace them with 5-15 gallon Birch Trees. City approval was required since 3 of the trees are Heritage Trees. They noted that they have already received a proposal from Loral Tree Service to remove the trees as well as had an Arborist from the City to look at the trees. The arborist noted that three of the trees are becoming structurally weak and potentially pose a threat to the homes. The Owners noted that they and their neighbors (1408 De Anza and 3408 Douglas Ct) are offering to pay for the removal and replacement of the trees. The Board thanked the Owners for informing the Board of their intentions and submitting a letter and supporting documentation. The Board stated that they would review the matter further and promptly respond back to the 1404 owner.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. On a motion duly made and seconded, the agenda was unanimously approved as submitted. Upon review of the calendar, the Board decided to move the April Board Meeting to Thursday, April 22, due to known attendance difficulties with the originally scheduled 04/27 meeting date.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the Minutes of the January 19, 2010 Board of Directors Meeting were unanimously approved as submitted.

REPORTS

Treasurer – The Board reviewed the draft financial statement for the period ending 01/31/10 as follows:

| | Month | Y-T-D | Budget | Variance |
|------------------------|--------------|--------------|---------------|-----------------|
| Total Revenue | 146,881 | 46,881 | 105,898 | 59,017 |
| Total Maint. & Repairs | 2,535 | 2,535 | 3,702 | (1,167) |
| Total Utilities | 516 | 516 | 1,228 | (712) |
| Total Admin. Expenses | 1,922 | 1,922 | 3,587 | (1,665) |
| Total Reserve Expenses | 0 | 0 | 60 | (60) |
| Total Assets | | 390,195 | | |
| Total Liabilities | | 6,873 | | |
| Total Fund Balances | | 383,322 | | |

The Board then reviewed an aging report, which lists Owners who still have not paid their 2010 dues. On a motion duly made and seconded, the Board approved PML sending out 30 day letters to those Owners who have not paid. The Board also noted that account number 062-000870 still has not paid 2009 dues (plus now is delinquent in 2010 dues) and would discuss sending the account to collections under new business. The Board also noted that one homeowner had overpaid their dues and requested that a reimbursement check in that amount be sent by PML to the Owner. PML was also requested to correct the way the fees are appearing in the aging report.

Landscape Committee – Miles Dooher stated that he and Mr. Albrecht had meet with Cozzolino Landscape Services regarding the irrigation system and had noted that there had been two leaks in the system this year, one major leak and

one minor leak. Mr. Dooher stated that Cozzolino Landscape recommended repairing the irrigation system as the problems arise as opposed to embarking on an effort to replace the entire system. He also noted that when the irrigation system gets turned back off again, at the end of this year, Cozzolino will turn off the irrigation valves instead of just turning off the irrigation clocks. He noted that the landscape committee and Cozzolino are going to keep a close eye on the system this spring and summer to monitor for any further leaks in the system. Cozzolino will perform a complete test of the system which includes monitoring of the irrigation times as some areas seem to be overwatered and to help be more conservative in water usage, which will take place in March or April, when the irrigation system is turned back on.

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> |
|----------------------|----------------|---|-------------------------------|
| 02/21/10 | 1901 Parkwood | Replace windows and sliding glass doors | Approval letter sent 03/02/10 |

Mr. Kiss noted that an application has been received from 3405 Oakhill to install a HVAC unit and requested that PML send a letter to the Owner requesting more information since it was unclear where the unit would be installed.

UNFINISHED BUSINESS

2010 Election – Counting of the Ballots & Reporting of Results – PML Management opened and counted the ballots, with the results as following: Bob Kiss – 124 votes, Jack Albrecht – 109 votes, Miles Dooher – 110 votes, no write-in's. Tax Reduction Resolution passed: Yes – 124 votes, No – 0 votes, Abstain – 0 votes. Bob Kiss, Jack Albrecht and Miles Dooher were elected by the Owners as Directors for a two year term.

Visitor Parking Policy Follow-up – Item has been tabled until the next meeting. The Board and PML did note that they have not received any complaints recently regarding the use of visitor parking spaces.

Dues Aging Report Review & Selection of Collections Agency – The Board reviewed the aging report as part of the treasurer's report. The Board then discussed contracting with ASAP Collection Service and the need to have a collection service on hand for Owner's who get delinquent in their dues. On a motion duly made and seconded, the Board unanimously approved entering into a contract with ASAP Collections and requested that PML get the paperwork started. The Board noted that, once the paperwork was finished, they would then decide on sending account number 062-000870 to collections as multiple letters and phone calls have gone to the Owner of the account requesting payment. PML was requested to provide a copy of the certified letter paperwork sent to that account.

Sugarloaf Monument Repair – The Board noted that they would continue to look at options for replacement, as well as repair of, the Sugarloaf monument sign. It may make sense to replace the wood structure with a stone structure given the regular watering that occurs in that area. Mr. Albrecht is coordinating this evaluation.

Water Usage Report – Mr. Albrecht stated that a ninth backflow prevention device has been identified, but found to be an un-testable device, per Cal-Water, and that there was nothing further the association needs to do with it.

NEW BUSINESS

Neighborhood Awards – Mr. Kiss stated that the San Mateo United Homeowners Association (SMUHA) was accepting nominations for one home per Association that their Boards thought kept up a well-groomed home. The City of San Mateo will be recognizing identified "beautiful homes" at the April City Council Meeting. The February newsletter alerted Sugarloaf owners to this program and asked for nominations. A decision needs to be communicated to SMUHA by March 18. The Board stated that they would consider any nominated homes between now and March 18 by email communication. As of this meeting date, three Sugarloaf homes had been nominated. The Board will vote by email and report back at the next Board meeting.

Letter to Rental Owners – Approve Final Draft – On a motion duly made and seconded, the Board approved the final draft of the letter that will go out to Owners who have rental units, which includes lease restrictions and parking rules as well as a roster update form.

CORRESPONDENCE & ACTION LIST REVIEW

The Board further discusses the request from the Owners of 1404 De Anza Blvd to remove and replace the Eucalyptus trees. The Board noted that the City had approved the removals based on the application submitted, including the required neighbor notification (1400 and 1408 De Anza, 1407 Cherrywood) and comment period. Additionally, the owners had proposed contracting with either Loral Landscape or Advanced Tree Care, both of which are vendors acceptable to the Association. The Owners went through the proper channels and did the appropriate research on removing / replacing the trees. On a motion duly made and seconded, the Board unanimously approved the Owner removing and replacing the 5 Eucalyptus trees, at their own expense.

ADJOURNMENT

The next Board of Directors Meeting is scheduled for Tuesday, March 23, 2010. There being no further business before the Board, the Meeting was adjourned at 7:45pm.

Respectfully Submitted,

Sabrina Davis
PML Management Corporation

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