

# SUGARLOAF HOMEOWNERS ASSOCIATION

## Minutes of the Board of Directors Meeting

September 27, 2011

### ORDER

The Meeting, which was held at the office of PML Management Corporation in San Mateo, was called to order at 5:30pm by President Bob Kiss. Other Board Members in attendance were Directors Bob Bernicchi, Miles Dooher, and Emile Nurisso. Director Jack Albrecht was absent. Deborah McGraw represented PML Management Corporation.

### OPEN FORUM

There were no homeowners present for open forum discussions.

### AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. Given there were no Open Forum topics, the Board unanimously agreed to move the Executive Session discussion up in the agenda. The Board adjourned into Executive Session at 5:35 pm to discuss a contract matter.

### CALL TO ORDER

The Board re-convened the regular Board Meeting following completion of the Executive Session at 6:15 pm. At this time, Bob Bernicchi left the meeting.

### APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Emile Nurisso, and seconded by Miles Dooher, the Minutes of the July 26, 2011 Board of Directors Meeting was approved as corrected and the Executive Session Minutes were unanimously approved as submitted.

### REPORTS

**Treasurer** — The Board reviewed the August 2011 financial statement as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	95	143,864	95,976	(47,888)
Total Maint. & Repairs	2,625	35,799	30,280	5,519
Total Utilities	2,277	10,169	10,000	169
Total Admin. Expenses	2,608	36,554	27,632	8,922
Total Reserve Expenses	1,071	2,734	33,768	(31,034)
Total Assets		345,828		
Total Liabilities		2,591		
Total Fund Balances		343,237	\$270,528 est year end	

PML indicated they would perform the Reserve Account study for the 2012 budget cycle. PML was asked to determine and communicate to the Board if the needed review is a full review or just an update.

**Landscape Committee** – Miles Dooher reported on the following projects:

- The Oak tree pruning near 1561 De Anza has been completed. The common area trees, which were touching the house, were pruned by Bill Warton at a cost to the Association of \$132.
- 3421 Westwood – two Board members met with the owner of 3421 Westwood to discuss the owner's questions about the deck structure at their property. The owner was provided references to a firm that had addressed a similar situation at a nearby property.
- 3520 Broadview, 3524 Broadview and 1854 Parkwood – Deborah McGraw stated that certified letters, requesting a hearing before the Board, have been mailed to 1854 Parkwood and 3524 Broadview regarding the lack of attention to their front yard landscaping. The Board agreed to give the owners a deadline of October 11<sup>th</sup> to repair the front yard landscaping. If the area has not been attended to, the Association will proceed with having an independent landscaper perform the work and apply a reimbursement assessment to the owner's dues account for all the costs involved.
- Jim Cozzolino met with Denali's landscaper, Jensen Landscape, to review the irrigation needs for the area surrounding the tennis courts. No leaks were observed in the irrigation system. Further followup is still needed by our Landscape Committee with Denali to determine if the programmed timing can be modified to reduce water consumption (without impacting the health of the landscape).
- Deborah McGraw was requested to make contact with Larry Fischer (Denali PM) to set up a date for Sugarloaf to

meet with Denali. PML was asked to propose an invitation to the next Sugarloaf board meeting in order to discuss the tennis court maintenance and water use.

- The Board reviewed the July and August 2011 landscape notes from Jim Cozzolino.
- Myoporum ground cover was added to the boulder area on Parkwood Drive at a cost of \$610.
- The Board approved a proposal from Cozzolino for plant infilling at a cost of \$665.
- A letter has been sent to 1826 Parkwood requiring them to clean up the debris outside their side fence and in public view.

**Architectural Committee** – The following architectural approvals have been granted since the last board meeting:

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
8/3/11	1609 De Anza	To repaint the home in Scheme D	Approval letter sent 9/13
8/3/11	1928 Parkwood	To replace the fence on the left side of the property	Approval letter sent 9/11
8/30/11	3404 Douglas	To repaint the home in Scheme F	Approval letter sent 8/31
8/28/11	1649 Sugarloaf	To replace the existing retaining wall along the back garden	Approval letter sent 8/31
9/9/11	1629 Sugarloaf	To repaint the home in existing original colors (Oyster / Oxford Brown)	Approval letter sent 9/27

**Public Safety** – Bob Kiss reported that, based on San Mateo Police Department communication, there was a recent arrest of a registered sex offender living in Sugarloaf. The Board agreed to remind residents of resources available on that topic in the next newsletter.

### **UNFINISHED BUSINESS**

**Sugarloaf Monument Repair/Replacement** – Completed.

**Sewer Laterals Topic Update** – Bob Kiss stated that he attended the City Council meeting on September 19<sup>th</sup> where this topic was discussed. The Council endorsed the proposed cost-sharing sewer lateral repair program developed by the Department of Public Works. It was noted that the City Council will be asked to approve changes to municipal code to allow the program to go forward. Once those code changes are approved, the program would be allowed to go forward within 30 days. When the program has been finalized and the code changes approved by the Council, the board will update the homeowners with all the pertinent information. This will likely be a topic of discussion at the Sugarloaf Annual Homeowners meeting in January.

**Sidewalk Repair** – Deborah McGraw presented the following proposals from vendors to repair sidewalks that border Association (not private homeowners) property: CalVac Paving \$3380, American Asphalt \$7254, Pacific Surfacing \$5950. Emile Nurisso asked for clarification on who (city or homeowner/HOA) is responsible for sidewalk repairs. After some discussion, it was agreed to table this item to the October meeting. PML will research the financial responsibility question to gain clarity for the next meeting.

**Neighborhood Watch Signs Replacement & Recruitment of Watch Captains** – Thank you to the anonymous homeowner who coordinated the installation of the new signs. Some homeowners have responded to a recent Association newsletter article requesting owners to volunteer to be a block captain, but additional volunteers are still needed.

### **NEW BUSINESS**

**Appoint Annual Meeting Election Official & Nominating Committee** – On a motion duly made by Bob Kiss and seconded by Emile Nurisso, the Board unanimously appointed PML Management as the election official for the upcoming 2012 Annual Meeting of Members. Emile Nurisso and Bob Bernicchi agreed to serve on the election nominating committee.

**2012 Budget First Review** – Deborah McGraw reported that a draft 2012 budget and reserve study will be emailed to the Board prior to the next board meeting.

### **ADJOURNMENT**

The next Board of Directors Meeting is scheduled for Tuesday, October 25, 2011. There being no further business before the Board, the Meeting adjourned at 7:25pm.

Respectfully Submitted,

Deborah McGraw, CCAM  
PML Management Corporation