

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

March 6, 2012

ORDER

The meeting, which was held at the office of PML Management, at 655 Mariners Island Blvd, Ste 301, in San Mateo was called to order at 5:35pm by President Bob Kiss. Other Board Members in attendance were Jack Albrecht, Bob Bernicchi, Miles Dooher and Emile Nurisso. Deborah McGraw represented PML Management Corporation.

OPEN FORUM

Jack Albrecht noted the following:

The owners of account 62-00012 have sold their house. Deborah McGraw stated that she has not been notified of a new owner and will follow up with her escrow department to determine the current status of the account.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar and agreed to cancel the March 27th and April 24th board meetings and schedule the next board meeting for April 16, 2012.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Miles Dooher, and seconded by Bob Bernicchi, the Minutes of the January 24, 2012 Board of Directors Meeting were unanimously approved as submitted.

REPORTS

Treasurer — The Board reviewed the January 2012 financial statement as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	152,646	152,646	12,825	(139,821)
Total Maint. & Repairs	3,246	3,246	4,210	(964)
Total Utilities	256	256	1,337	(1,081)
Total Admin. Expenses	4,547	4,547	6,379	(1,832)
Total Reserve Expenses	0	0	1,675	(1,675)
Total Assets		451,848		
Total Liabilities		2,196		
Total Fund Balances		449,652	\$295,123 est year end	

The owner of Account 62-18130 sent their current tennis court key to PML Management and requested a \$25.00 reimbursement for what they believed to be an original key deposit. The Board discussed this request and requested Deborah McGraw to contact the owner and ask them for a copy of the original receipt indicating the payment for the key was a deposit in order for a reimbursement to be processed.

The Board discussed a request from account 62-16380 to remove the late and collection fees in the amount of \$82.60 due to a financial hardship. After some discussion a motion was made by Jack Albrecht and seconded by Bob Kiss to approve the fee reversal, which was approved unanimously by the Board.

The Board then discussed an owner account currently in collections with ASAP Collection Services, case no. 10-04368, at a current balance of \$4,145.27. Deborah McGraw stated that the Board has the authority to proceed with foreclosure or take the owner to small claims court and receive a judgment. The Board asked Deborah to find out the cost involved with each step for further discussion at the next Board meeting.

Jack Albrecht offered to contact the owner of account 62-15170 to inquire about the \$49 balance on the account.

At this time, the Board discussed the 13 remaining accounts where the 2012 dues have not been paid and are now considered past due. Deborah McGraw was requested to apply the late and collection fees to the accounts and send the 30 day delinquency letters after 3/15/12.

Landscape Committee – The Board reviewed the January 2012 landscape report provided by J. Cozzolino Landscaping. Miles Dooher then reported that he and Jack Albrecht inspected the stop signs on each of the private streets and they currently meet the Traffic Sign Regulations. Deborah McGraw was requested to contact the City of San Mateo and see if they are responsible for the stop and street signs on private streets. Bob Kiss stated that he will contact SMUHA and see if they have any feedback on this issue.

Miles then stated that the City of San Mateo's Arborist, Dennis Pawl, has inspected the two Pine trees in the common area next to 1656/1652 Toyon Court, due to the resident's concern about their health and safety. Mr. Pawl mentioned to Miles that the trees are healthy and do not pose a hazard in his opinion. It was also noted that both trees are considered Heritage trees by the City, because of their size, and if they were to be desired to be removed, a permit from the City would be required.

Miles asked the Board if he could contact Robert Weatherill, licensed arborist of Advanced Tree Care, and ask him to inspect all association trees located on common area property in order to provide a current health report. The Board agreed, under the assumption that such a service would be free or at a nominal charge. Miles to confirm this point with Rob. Debbie mentioned that some HOAs have their tree maintenance crews number (or otherwise label) large trees for future reference, and suggested we ask Rob W if this was a service that he could provide.

Architectural Committee – The Board reviewed the PML February 2012 site inspection report. Deborah McGraw reported that her office has contacted San Mateo Code Enforcement and reported various homes where the garbage bins are not being put away after the weekly pickup by Recology. It was also noted that the home on 1658 De Anza is not being kept up and they are disregarding the letters from the association about the condition of their home, in addition to their garbage bins, which are not being put away as well. Deborah then reported on the following architectural approvals which have been granted since the last board meeting:

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
2/18/2012	1945/49 Parkwood	Replace the property line fence with a new redwood fence, not to exceed 6 feet tall	Approval letter sent 2/23/2012

Public Safety – Bob Kiss briefly discussed recent burglary on Toyon and Cheryl Courts, and stated that the information was included in the most recent newsletters to advise all owners/residents. Any additional information will be noted in subsequent newsletter editions.

UNFINISHED BUSINESS

Sewer Laterals Repairs- Bob Bernicchi presented a new policy notice which he and Bob Kiss prepared to all homeowners about the associations' contribution for sewer later repairs. The Board approved the notice, which will be sent to all owners in the next newsletter mailing. Since this represents a new policy, or operating rule, owners will have 30 days to provide their comments. The Board will review the comments and finalize the policy at the next Board meeting after at least 30 days have elapsed.

Sidewalk Repair - Emile Nurisso reported that PCS has completed the work and that he is very pleased with their performance.

Hillside Drainage Topic - The Board discussed a recent proposal dated 2/22/12, provided by Peter Bohely. After some discussion, the Board requested to have Bob Bernicchi contact Pete Bohley for a revised proposal which will provide options for improved drainage behind the Sugarloaf homes facing the Cherrywood open space and the City of San Mateo's open space. It was also requested to have Peter Bohley attend the next Board meeting to discuss his proposal.

Denali Tennis Courts Access – The Board discussed a proposal received from the Denali HOA regarding changing the tennis court access lock. Denali provided a proposal from Mobile Locksmith to change the locks effective 4/16/12, at a cost of \$550, of which Sugarloaf's cost will be \$275, excluding the cost of new keys. On a motion duly made by Bob Kiss and seconded by Miles Dooher, the Board unanimously approved of the proposal. There was a discussion about distributing the keys to residents. It was agreed that a notice will be sent to all owners asking them to visit PML's office in order to pick up a new key. Tenants will also be able to pick up a new key with the prior authorization by the owner of the property. Proof of residency will be required from each owner/tenant picking up the keys in the form of a utility bill showing the name/address of the property. Owners/residents will be required to sign a key register indicating that they have received the key, which will also indicate the key number associated with the residence. Then, on a motion duly made by Miles Dooher, and seconded by Emile Nurisso, the Board unanimously agreed that the cost of the new key will

be \$40 and only one key will be issued per household. In an effort to keep replacement keys to a minimum, a motion was made by Emile Nurisso to set the cost of a replacement key at \$100, and only with prior Board approval. Jack Albrecht seconded the motion, which was unanimously approved. All owners/tenants will be notified of this process no later than April 2, 2012.

Jack Albrecht reported that Cal Water has inspected the tennis court area since the water usage has doubled over the past year on the meter servicing that area. It was noted that the water broom used to wash the courts is not the major contributor of excess water usage. Cal Water stated that Denali will have the irrigation system checked for leaks in the main lines and at the backflow devices.

NEW BUSINESS

Election Outcome from PML Vote Tally – Deborah McGraw reported that a quorum of 123 owners were represented by ballots received. After all verified ballots were tallied; the following members were elected to the Board:

Jack Albrecht – 118 votes

Miles Dooher – 114 votes

Bob Kiss – 135 votes

Andy Ames (write in) – 1 vote

The Tax Reduction Resolution passed by a vote of 120 in favor and 2 against. Jack Albrecht requested Deborah McGraw to determine if a different type of envelope could be used in future elections which would not require owners to sign on the outside (due to privacy/identity theft concerns).

Decide on Sugarloaf Outstanding Home Maintenance Award Winner – The Board discussed the following nominees:

3516 Broadview

1649 Sugarloaf

1645 Sugarloaf

1666 Sugarloaf

1545 De Anza

1846 Parkwood

After some discussion, the Board voted unanimously to recognize 1645 Sugarloaf Drive with the Outstanding Home Maintenance Award. The winner will be invited to be publicly recognized at the San Mateo City Council meeting the first week of April.

CORRESPONDENCE

Deborah McGraw presented the Board with information about becoming a member of the Executive Council of Homeowners (ECHO). The Board agreed to discuss this at the next Board meeting.

ADJOURNMENT

The next Board of Directors Meeting is scheduled for Monday, April 16, 2012, at 5:30pm at the office of PML Management. There being no further business before the Board, the Meeting adjourned at 8:10pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation