

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

January 22, 2013

ORDER

The meeting, which was held at the Beresford Recreation Center, located at 2720 Alameda de las Pulgas, in San Mateo, at 7:54pm. Other Board members in attendance were Jack Albrecht, Miles Dooher, Bob Kozak and Emile Nurisso. Deborah McGraw represented PML Management Corporation. The meeting was held directly after the annual association members meeting.

OPEN FORUM

There were no owners present to discuss items in Open Forum.

AGENDA & CALENDAR REVIEW

The board reviewed the Agenda and Calendar.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Jack Albrecht and seconded by Emile Nurisso, the Minutes of the November 27, 2012 Board of Directors Meeting were unanimously approved as submitted.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	47	155,804	141,075	(14,729)
Total Maint. & Repairs	2,567	46,495	46,310	185
Total Utilities	835	14,193	14,707	(514)
Total Admin. Expenses	22,770	62,530	70,198	(7,668)
Total Reserve Expenses	0	20,575	18,425	2,150
Total Assets		317,228		
Total Liabilities		2,389		
Total Fund Balances		314,839	\$295,123 est year end	

Landscape Committee – Miles Dooher reported on the following:

- A proposal from Loral to remove 6 dead/diseased Canary Island Pine trees at a cost of \$1,513. On a motion duly made by Emile Nurisso and seconded by Bob Kozak, the proposal was approved.
- 1633 Toyon – An owner has expressed concern to the landscape committee regarding damage to their retaining wall, which has been affected by Pine trees located on a maintenance easement, which the association maintains. After some discussion, the board agreed to have an attorney review the issue to establish responsibilities.

Architectural Committee – The board reviewed the December 2012 site inspection report from PML and architectural approvals which have been granted since the last board meeting:

Date Received	Address	Description of Work	Status
1/9/13	3405 Leafwood	Repaint home in original 1980 colors (KM Saddle Brown trim, KM Bone stucco)	Note: The owner performed the work prior to receiving HOA approval.
1/5/13	3400 Douglas	To paint the home in color scheme E	Approval letter sent 1/7/13
12/10/13	1633 De Anza	To replace the kitchen window from a sliding type to a picture window	Approval letter sent 12/17/12

Public Safety – The Board briefly discussed an email announcement to all owners regarding a mountain lion sighting on 12/15/12.

UNFINISHED BUSINESS

- a) **Hillside Drainage Topic, Continue Strategic Discussion**- The board reviewed a project update provided by Bohley Consulting where it was stated that the onsite inspection had been completed. Since a report which will provide conceptual plans for two drainage design alternatives is scheduled for delivery to the HOA by the end of February, the board agreed to plan on initially reviewing the report at the March board meeting, and to ask Pete Bohley to attend the April board meeting to discuss his recommendations.
- b) **Tree Survey Program** – The Board discussed a situation where an owner on Cherrywood refused to allow the association to remove a tree, which she believes is located on her property. The tree had been identified for removal based on the recent Large Tree Survey. The landscape committee offered to meet with the owner to address her concerns.

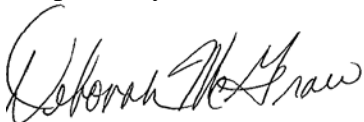
NEW BUSINESS

- a) **2013 Insurance Renewal** – The Board confirmed the approval of the proposed insurance renewal, which had been previously approved via unanimous email approval due to time constraints, effective 1/19/13 at an annual cost of \$6,173.

ADJOURNMENT

The next Board of Directors Meeting was scheduled for Tuesday, March 5, 2012, at 5:30pm at the office of PML Management. There being no further business before the Board, the Meeting was adjourned into executive session to discuss a delinquent owner account and a legal issue at 8:20pm.

Respectfully Submitted,



Deborah McGraw, CCAM
PML Management Corporation