

## SUGARLOAF HOMEOWNERS ASSOCIATION

### Minutes of the Board of Directors Meeting

June 17, 2013

#### ORDER

The meeting, which was held at the office of PML Management, 655 Mariners Island Blvd., #301, in San Mateo, was called to order by President Bob Kiss at 5:47pm. Other Board members in attendance were, Miles Dooher, Bob Kozak and Emile Nurisso. Director Jack Albrecht was absent. Deborah McGraw represented PML Management Corporation and another owner attended.

#### OPEN FORUM

None.

#### AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. No changes were indicated.

#### EXECUTIVE SESSION DISCLOSURE

The Board of Directors met in Executive Session on April 23, 2013, to discuss:

- Legal opinion by attorney Marc Bender – Discussion only.
- Delinquent owners – PML was instructed to apply late fees, collection fees and send the final delinquency letter to two owners who have not paid their annual dues for 2013. If payment is not made within 15 days of the date of the letter, the board agreed to send the owners to ASAP Collection Service.
- Bohley Drainage Proposal Review – Discussion only.

#### APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Emile Nurisso and seconded by Miles Dooher, the Minutes of the May 28, 2013 Board of Directors Meeting were approved as submitted, with Bob Kozak abstaining from the vote.

#### REPORTS

**Treasurer** — The Board reviewed the May 2013 financial statement as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	36	159,320	159,715	395
Total Maint. & Repairs	3,666	17,845	20,885	(3,040)
Total Utilities	1,606	4,279	7,560	(3,281)
Total Admin. Expenses	6,002	28,685	29,460	(775)
Total Reserve Expenses	0	0	14,980	(14,980)
Total Assets		416,801		
Total Liabilities		1,737		
Total Fund Balances		415,064	\$312,379 est year end	

Deborah McGraw reported that accounts 62-00017 and 62-16380 are delinquent in the amount of \$845 each. 90 day collection letters have been sent to both owners, with a due date of 6/26/13. Accounts 62-00077 and 62-18500 are still on payment plans and the June 2013 payments have not yet been made.

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

- The 2013 Weed abatement by J. Cozzolino has been completed on 6/11/13 at a cost of \$4,695. Miles will contact the Fire Marshal to inspect and provide his approval of the completed project. Once the project is approved, Miles will also contact the City to obtain the proportioned amount owed by the City for the work done on City property.
- A proposal was received from Loral Landscaping to remove infected limbs (from cankers) on 2 Cypress trees on landscape easement near 1900 Parkwood at a cost of \$680 – It was agreed to add this tree to be addressed during the 2013 Defensible Fire Space Pruning project.
- The leaking backflow device at Denali's tennis court was repaired by Backflow Prevention Specialists on 6/14/13.
- An unusual outbreak of Oak tree moths was discussed, which the Board agreed to monitor at this time.

- A tree at the back deck of 1621 De Anza that is the responsibility of the HOA will be pruned during the course of the upcoming fire break project.

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

<b>Date Received</b>	<b>Address</b>	<b>Description of Work</b>	<b>Status</b>
6/12/13	1677 Toyon	To replace a window with a sliding glass door and increase the fence height (within city code requirements) by the new sliding door to ensure privacy with the neighbor.	6/17/13 Approval letter sent

Deborah McGraw stated that the owners at 3536 Broadview have agreed to remove the lantern from the trees in their front yard. Bob Kiss stated that the Committee will consider developing guidelines for installation of artificial turf, as requested. State law prevents HOAs from disallowing the use of low water use landscaping, including artificial turf in place of real grass. However, HOAs may set reasonable guidelines that owners must follow if they pursue artificial turf in any landscaping visible from the street.

Bob Kiss also noted that the home selected by the Board to receive the Annual Outstanding Home Maintenance Award (as sponsored by the city of San Mateo) is 1666 Sugarloaf Drive. The owner received a certificate and was recognized at the June city council meeting.

**Public Safety** – No report.

#### **UNFINISHED BUSINESS**

- Hillside Drainage Topic** – The Board requested Pete Bohley to attend the July Board meeting to discuss his proposal for the installation of dissipater boxes.
- SM Sewer Lateral Program Change, Sugarloaf Response** – Bob Kiss reported that the city of San Mateo continues to work on revising their cost sharing program and that further discussion will be held at a future Public Works Commission meeting. Based on the changes to the City's policy, the Association will look into revising its cost sharing policy once the city's updated plans are available. It was noted that an owner provided to the Board a list of contractors for sewer line repair/replacement that complied with the city's requirements under their cost-sharing program. .
- New Owner Welcome Letter Revisions** – The Board reviewed and approved of the revised welcome packet.
- Firebreak Project Update** – The Board reviewed bids for the 2013 Defensible Fire Space Pruning project from various qualified bidders. The Board discussed the possibility of performing both Phase 1 and 2 in the same year. After some discussion, a motion was made by Miles Dooher to approve of the contract from Loral to perform both Phases at a cost of \$30,288, which is within the available budgeted funding. Emile Nurisso seconded the motion, which was unanimously approved. Deborah McGraw was requested to arrange a meeting with the Landscape Committee and Loral Tree Service in order to discuss the project.

#### **NEW BUSINESS**

- Discuss Draft Policy for Driveway Paver Stones** – Owner Katie Flynn provided a presentation on the possibility of the installation of paver stones for driveways in the Sugarloaf community. After some discussion, the Board expressed an interest in developing a policy to regulate the use of pavers for driveways. This item was then tabled for further discussion at the next Board meeting.

#### **CORRESPONDENCE**

- An owner expressed concern regarding the inconsistent service from the USPS. No action was taken at this time.
- The tripping hazard at 3401 Chris Lane has been addressed by the city by applying an asphalt patch.
- The city of San Mateo public works department has performed a repair at the light pole on Parkwood and Toyon.
- An announcement was sent to owners on the association's email list advising residents about: Businesses discontinuing plastic bags, Sawyer Camp Trail closure, and the association's annual brush clearing.
- Various faded city street signs will be replaced by the San Mateo Public Works department.

#### **ADJOURNMENT**

The next Board of Directors Meeting was scheduled for Tuesday, July 23, 2013, 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 legal advice, delinquent owner accounts, and the Bohley Consulting proposal at 7:12pm.

Respectfully Submitted,

Deborah McGraw, CCAM  
PML Management Corporation