

## **SUGARLOAF HOMEOWNERS ASSOCIATION**

### **Minutes of the Board of Directors Meeting**

August 26, 2014

#### **ORDER**

The meeting, which was held at the office of PML Management Corporation, located at 655 Mariners Island Blvd., Suite 301, in San Mateo, CA, was called to order by President Bob Kiss at 5:43pm. Other Board members in attendance were Jack Albrecht, Miles Dooher, Bob Kozak and Emile Nurisso. Deborah McGraw represented PML Management Corporation and other homeowners attended.

#### **OPEN FORUM**

Homeowners representing the Chris Lane neighbors group attended to discuss concerns sent recently to the Board. When all of the Chris Lane representatives were in attendance, the Open Forum discussion took place.

The following issues were reviewed and discussed:

1. Concerns with the speed of car traffic on De Anza:
  - a. Recommendation to install speed bumps on De Anza – The Board advised the owners that De Anza is a city street, controlled and maintained by the City of San Mateo. The owners were encouraged to contact the city directly regarding this issue.
  - b. Recommendation to re-paint the faded bike lane lines on both sides of De Anza – A work order request had previously been submitted by the association to the City of San Mateo. PML will follow up on that request, which was submitted on 16 April 2014.
  - c. Recommendation to install 4-way stop signs at De Anza/Parkwood intersection - The Board advised the owners that De Anza is a city street, controlled and maintained by the City of San Mateo. The owners were encouraged to contact the city directly to submit their request for the intersection to be a 4-way stop.
2. Removing bushes to increase traffic visibility at the Chris Lane/De Anza intersection – The Board had already reviewed this area prior to the meeting. The Board agreed that a single tall shrub in the area between 3400 Chris Lane and the street does hinder visibility of traffic moving up De Anza. Pending confirmation of the location of the shrub (3400 homeowner or HOA common space/easement), the Board indicated it would move to remove the shrub. The request to remove additional juniper bushes required further Board research as to property lines and responsibility to maintain.
3. Recycling bins visible from De Anza – The Board agreed that certain homes in the area have chronically left trash/recycle bins in sight, in violation of both HOA CC&Rs and City Codes. The Board confirmed that the homes in question had previously been notified in writing multiple times by the HOA as to this violation, and the home addresses had been turned over to the San Mateo Code Enforcement office previously (with no apparent action by Code Enforcement). After some discussion, the Board agreed to research the possibility of issuing fines to homeowners who continue to violate the CC&Rs on this topic. PML was requested to review the CC&Rs to determine if issuing fines would be allowed.
4. Building a room addition on to the rear of a property – Apparently a neighbor on another street recently completed an addition to the back of their home, and the Chris Lane group wondered if the work had been approved by the HOA. The Board stated that there had been no notification of the HOA that any such work was taking place. The Board agreed to research this further and determine an appropriate course of action.
5. Chris Lane group concerns about potential fire danger associated with trees on HOA land near Chris Lane – It was agreed that the Landscape Committee would request the San Mateo Fire Marshal's office to inspect the trees for any fire dangers, and also to have the association's arborist inspect the trees for structural issues. The Board also indicated it would clarify for the Chris Lane group how the state fire code applies to trees around homes by sending the group a copy of the appropriate state fire code description. The group also asked about a potential fire danger with a home on Chris Lane using a gas grill within their garage. Miles Dooher agreed to research whether gas grilling within a garage is allowed under city laws/codes.

## AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

## APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Bob Kozak and seconded by Emile Nurisso, the Minutes of the July 21, 2014, Board of Directors Meeting were approved as corrected.

## EXECUTIVE SESSION DISCLOSURE

Executive Session convened on July 21, 2014 to discuss delinquent accounts and legal matters.

## REPORTS

**Treasurer** — The Board reviewed the July 2014 financial statement as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	163	159,283	160,503	1,220
Total Maint. & Repairs	17,437	39,559	29,295	10,264
Total Utilities	2,063	6,585	10,962	(4,377)
Total Admin. Expenses	2,603	24,526	35,168	(10,642)
Total Reserve Expenses	0	900	20,972	(20,072)
Total Assets		411,721		
Total Liabilities		3,560		
Total Fund Balances		408,161	\$317,332 est year end	

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

- There was a discussion regarding drought restrictions and related watering issues where it was determined that the Board would allow homeowner lawns to turn brown, but weeds cannot be allowed to be present.
- The City has approved the association's request for a permit to remove 3 trees which are considered Heritage trees by the City of San Mateo. Advanced Tree Care has been notified in order for them to schedule the tree removals. Wood chips from the removed trees will be distributed by Cozzolino in certain areas of the association's common spaces and/or landscape easements.
- Reimbursement in the amount of \$675.45 has been received from the City of San Mateo Parks for their portion of the annual brush clearing.

**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>
7/5/14	1657 Sugarloaf	To extend front door 4 feet out from current location, and replace the front walkway that leads from the driveway to the front door.	8/6/14 approval letter sent 8/20/14
7/10/14	1941 Parkwood	Window replacement and exterior home painting in color scheme D.	Approved 7/31/14
7/31/14	1858 Parkwood	Repaint home in existing color scheme	Approved 8/11/14
8/10/14	1665 Sugarloaf	Front/side yard re landscaping and deck extension	Pending approval

The Board discussed communicated concerns with a home on Parkwood Drive (Account # xxxx), including weeds in the driveway, cars parked over the sidewalk and dog barking. After some discussion, PML was requested to send a letter to the owner requiring them to maintain the front yard/driveway appearance within 30 days of notice. The owner also needs to make arrangements to move the vehicle on the driveway so it doesn't hang over the sidewalk impeding pedestrian traffic, and control their pet so it doesn't bark excessively (though the latter topic should be addressed by impacted neighbors following the San Mateo city process for nuisance dogs).

**Public Safety** – A notice was emailed to all Sugarloaf recipients stating that City of San Mateo's Community Emergency Response Team Training begins on September 4, 2014.

#### **UNFINISHED BUSINESS**

- a) **Sewer Lateral Program (HOA & San Mateo programs)** – No report.
- b) **HOA Document Storage Review** – Bob Kozak reported that the legal boxes are not ready to be picked up since Mr. Garvic is in the process of reviewing the materials.
- c) **Private Lane Barriers Maintenance** – The Board reviewed proposals to make repairs to the private lane barriers. After some discussion, Miles Dooher made a motion to approve of the proposal from Von Almen Construction at a cost of \$6,350. Bob Kozak seconded the motion, which was unanimously approved.
- d) **House Curb Numbering Plan** – PML reported that the project has been scheduled for 8/28/14, as previously approved by the Board.

#### **NEW BUSINESS**

- a) **Begin 2015 Budget Preparations** – PML reported that they are currently working with Golden Consulting to prepare the reserve study update for the 2015 Budget.

#### **CORRESPONDENCE REVIEW**

The Board reviewed correspondence provided by an owner with respect to shared fence maintenance responsibilities between homeowner properties.

#### **ADJOURNMENT**

The next Board of Directors meeting was scheduled for Tuesday, September 23, 2014, at the office of PML Management located at 655 Mariners Island Blvd., in San Mateo at 5:30pm. There being no further business before the Board, the Meeting was adjourned into Executive Session to discuss delinquent homeowner accounts at 7:00pm.

Respectfully Submitted,

Deborah McGraw, CCAM  
PML Management Corporation