

## SUGARLOAF HOMEOWNERS ASSOCIATION

### Minutes of the Board of Directors Meeting

January 28, 2014

#### ORDER

The meeting, which was held immediately following the annual meeting at Beresford Recreation Center, located at 2720 Alameda de las Pulgas, in San Mateo, was called to order by President Bob Kiss at 7:51pm. Other Board members in attendance were Jack Albrecht, Miles Dooher and Emile Nurisso. Director Bob Kozak was absent. Deborah McGraw and Kathy Stathakopoulos represented PML Management Corporation.

#### OPEN FORUM

The owner of 3408 Westwood discussed the possibility of changing their home from wood siding to an alternate type of exterior siding.

#### AGENDA & CALENDAR REVIEW

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

#### APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Emile Nurisso and seconded by Miles Dooher the Minutes of the November 26, 2013 Board of Directors Meeting were approved as submitted.

#### REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	48	159,952	161,830	1,878
Total Maint. & Repairs	3,160	43,366	50,120	(6,754)
Total Utilities	1,153	18,517	18,150	367
Total Admin. Expenses	5,767	57,825	70,686	(12,861)
Total Reserve Expenses	0	26,176	35,947	(9,771)
Total Assets		342,399		
Total Liabilities		21,777		
Total Fund Balances		320,622	\$312,379 est year end	

Jack Albrecht questioned the water payments on the financial statement versus the information he reviews on the water bills. Deborah McGraw stated that she will review the bills and report back to Jack.

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

- Landscape report for December 2013 and January 2014 from Jim Cozzolino
- Leak repaired at the backflow valve for Cheryl Court common area irrigation
- 1515 Cherrywood leaning trees from Sugarloaf open space – The Board reviewed proposals received from Advanced Tree Care and Loral Landscaping. After some discussion a motion was made by Emile Nurisso to approve of the proposal from Advanced Tree Care at a cost of \$2,310 to prune the necessary trees. Jack Albrecht seconded the motion, which was unanimously approved.

**Architectural Committee** – The Board reviewed the monthly site inspection report and commented on the following:

- Fire Hydrant maintenance on private streets – Deborah McGraw will contact the San Mateo Fire Department to determine if the association is responsible to maintain the hydrants on the private streets.
- Mattress behind Sugarloaf Drive/Garbage on Cherrywood – Deborah McGraw will contact Jim Cozzolino to have the items removed.

The Board then reviewed 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>
11/6/13	1665 De Anza	To replace the windows	Approval letter sent 12/17/13
1/15/14	1569 De Anza	To install a new garage door, painted in KM Doeskin	1/24/13 approved

**Public Safety** – The Board followed up on a discussion that took place at the Annual Members Meeting related to the traffic barriers on De Anza Blvd at the 92W off-ramp across from the fire station. At the Members Meeting, multiple attendees expressed concerns over these barriers since they actually impede visibility to traffic on De Anza. Based on the fact that there was unanimous agreement at the Members Meeting that the use of these barriers to protect the fire station from uncontrolled vehicles at the off-ramp is likely creating a different safety issue due to impeded visibility in multiple directions, the Board agreed to write a letter to the Department of Public Works. In the letter, the Board would share the concerns of our HOA members, and ask that the DPW consider ways to improve the barrier installation. The Board will also request that DPW look at increasing the length of the red curb striping at the corner of Parkwood and De Anza (lefthand side looking from Parkwood toward 92) to improve visibility when turning left from Parkwood onto De Anza toward 92.

#### **UNFINISHED BUSINESS**

- a) Review HOA Insurance Policies for 2014 – Tabled for further discussion at the March Board meeting.
- b) SM Sewer Lateral Program Change (Sugarloaf Response) – Tabled for further discussion at the March Board meeting.

#### **NEW BUSINESS**

None

#### **ADJOURNMENT**

The next Board of Directors meeting was scheduled for Tuesday, March 4, 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 a homeowner dues account at 8:43pm. Post-Meeting Note: The date for the next Board of Directors meeting was revised to Tuesday, March 25, based on a desire to perform election closure at that time.

Respectfully Submitted,

Deborah McGraw, CCAM  
PML Management Corporation