

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

July 21, 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 5:39pm. Other Board members in attendance were Jack Albrecht, Miles Dooher, Bob Kozak and Emile Nurisso. Deborah McGraw represented PML Management Corporation.

OPEN FORUM

None.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. The calendar was modified to clarify that a draft 2015 budget should be reviewed at the September Board meeting.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Jack Albrecht and seconded by Emile Nurisso, the Minutes of the May 27, 2014, Board of Directors Meeting were approved as submitted.

EXECUTIVE SESSION DISCLOSURE

Executive Session convened on May 27, 2014 to discuss delinquent accounts. Actions taken in Executive Session of May 27th were:

- Approved turning over accounts 62-00087 and 62-00017 to ASAP Collection service, if no payment has been received by 5/30/14.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	83	159,120	160,174	1,054
Total Maint. & Repairs	7,695	22,121	25,110	(2,989)
Total Utilities	1,545	4,522	9,396	(4,874)
Total Admin. Expenses	3,856	21,923	30,144	(8,221)
Total Reserve Expenses	900	900	17,976	(17,076)
Total Assets		430,973		
Total Liabilities		870		
Total Fund Balances		430,103	\$317,332 est year end	

Bob Kiss reported that he has spoken with US Bank, and they recommend having Sugarloaf move to their own analysis in order to avoid any future bank charges. After some discussion a motion was made by Jack Albrecht to have PML notify US Bank that Sugarloaf wishes to move out of the PML combined analysis into the association's separate analysis. Bob Kozak seconded the motion, which was unanimously approved.

Landscape Committee – Miles Dooher reported on the following:

- June/July 2014 landscape reports from Jim Cozzolino
- A proposal has been approved in the amount of \$150 for Jim Cozzolino to replace a faulty irrigation valve at 1633 Toyon.
- The Board discussed the possibility of decreasing the amount of irrigation run times in order to reduce water consumption. After some discussion it was agreed to notify Cozzolino to reduce the schedule from 3 times per week to 2 times per week.

- In addition to the Advanced Tree Care approved proposal for \$12,500, the landscape committee approved for additional tree work to be included totaling \$3,455.
- A permit has been requested to remove 3 trees which are considered Heritage trees by the City of San Mateo.
- A letter has been sent to Mr. Blondino, City of San Mateo Parks and Landscape Manager, requesting reimbursement from the City for their portion of the annual brush clearing in the amount of \$675.45
- 3400 Allison – An owner contacted management to determine if the 2 trees along De Anza are an owner or association responsibility. After inspection, it was determined that the trees are located on the owner's property and are their responsibility to maintain.

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>
6/16/14	3408 Allison	To re-stain weathered shingles on the front and side of the home.	Approval letter sent 6/23/14
6/25/14	1932 Parkwood	To replace windows	Approval letter sent 7/21/14

It was noted that the 2014 Exterior Audit letters were mailed to owners on 7/14/14 and that the July site inspection was performed by management on 7/21/14.

Public Safety – The following items were noted:

- Mosquito spraying – It was noted that the San Mateo County Mosquito and Vector Control District (SMCMVCD) continue to spray an area when a pool of mosquitoes testing positive for West Nile Virus is detected. They will conduct a truck-mounted mosquito fogging within a half-mile radius of the detection site from dusk to dawn when mosquitoes are most active. This ground spray is conducted between the hours of 9:00 PM and 5:00 AM. While these cases are rare in San Mateo and throughout the Bay Area, it's important to know what you can do to prevent mosquitoes from biting and breeding around your home. Residents are recommended to follow the “Three D’s” as outlined by the San Mateo County Mosquito and Vector Control District (SMCMVCD):
 - DRAIN – Mosquitoes lay their eggs in standing water. Eliminate all sources of standing water on your property, including flower pots, old car tires, rain gutters and pet bowls.
 - DAWN & DUSK – Mosquitoes bite in the early morning and evening. It is important to wear proper clothing and repellent if outside during these times. Make sure that your doors and windows have tight fitting screens to keep mosquitoes out.
 - DEET – Apply insect repellent containing DEET, picaradin, oil of lemon eucalyptus or IR3535 according to label instructions. Repellents keep the mosquitos from biting you. DEET can be used safely on infants and children 2 months of age and older.
- Mountain lion sightings – On July 8, 2014 an announcement was sent to all residents via email distribution regarding recent mountain lion sightings. It was noted that a mountain lion was sighted near a backyard on Fernwood Street at about 1am on July 1st, and a second sighting was reported on Queens Lane in unincorporated San Mateo at about 5:30pm on July 5th. The City of San Mateo is working closely with their partners at the Department of Fish and Wildlife and neighboring jurisdictions to ensure quick communication and coordination of public alerts and action in the event a mountain lion presents a threat to the community. Given the two recent sightings in the area, residents are asked to follow these Safety Tips when dealing with Mountain Lions:
 - If you see a mountain lion or receive a community alert about one in your area, DO NOT APPROACH IT, especially one that is feeding or with offspring. Most mountain lions will try to avoid confrontation with humans.
 - Avoid hiking or jogging when mountain lions are most active—dawn, dusk, or at night.

- Keep a close watch on small children, and supervise children and pets outside in your yards.
- If you encounter a mountain lion, do not run; instead, face the animal, make noise and try to look bigger by waving your arms; throw rocks or other objects and pick up small children or pets that could be an intended target.
- Do not leave pet food or any other food outside at night that would attract wild animals.
- National Night Out - On Tuesday, August 5th, San Mateo, like many cities on the Peninsula, will participate in National Night Out. This annual national campaign is designed to raise crime prevention awareness, strengthen neighborhood unity and spirit, and develop partnerships between the City and the community. Neighborhood areas with Sugarloaf may be holding gatherings, such as at the corner of Broadview and Parkwood, where a pot luck light dinner is being held.

Manager's report – The Board reviewed the manager's report.

UNFINISHED BUSINESS

- a) **Sewer Lateral Program** – Bob Kiss reported that the City of San Mateo has provided new funding for the program starting at the beginning of the City's fiscal year, July 1st.
- b) **HOA Document Storage Review** – It was noted that John Garvic has 2 boxes of documents to provide to the association (he has decided these documents no longer need to be retained by his legal firm). He will keep other documents regarding recent and older relevant issues for reference as long as he is the association's attorney. After some discussion, the Board agreed to have Bob Kozak pick up the 2 boxes of older files from Mr. Garvic's office that would otherwise be discarded.

NEW BUSINESS

- c) **Private Lane Barrier Maintenance** – The Board reviewed an estimate from Von Almen Construction to replace all 6 hillside barriers at the ends of the private lanes on De Anza. Competitive bids will be reviewed at the next meeting.
- d) **House Curb Numbering Plan** – A motion was made by Emile Nurisso to approve of the proposal from Community Safety Services for painting all curb house numbers at a cost of \$3,000. Bob Kozak seconded the motion, which was unanimously approved.

CORRESPONDENCE REVIEW

The Board reviewed correspondence from the owner of 1660 Toyon regarding fees assessed by the California Water Service Co. based on reduced water usage. No action was taken at this time.

ADJOURNMENT

The next Board of Directors meeting was scheduled for Tuesday, August 26, 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