

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

March 25, 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 Board president Bob Kiss at 5:50pm. Other Board members in attendance were Jack Albrecht, Bob Kozak, Miles Dooher and Emile Nurisso. Deborah McGraw and Kathy Stathakopoulos represented PML Management Corporation.

OPEN FORUM

None.

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 Jack Albrecht and seconded by Emile Nurisso, the Minutes of the January 28, 2014, Board of Directors Meeting were approved as submitted with Bob Kozak abstaining from the vote since he was not in attendance at the January meeting.

REPORTS

Treasurer — the Board reviewed the February 2014 financial statement as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	43	158,333	158,858	525
Total Maint. & Repairs	4,791	7,207	8,370	(1,163)
Total Utilities	792	562	3,132	(2,570)
Total Admin. Expenses	3,245	6,444	10,048	(3,604)
Total Reserve Expenses	0	0	5,992	(5,992)
Total Assets		465,400		
Total Liabilities		659		
Total Fund Balances		464,741	\$317,332 est year end	

Treasurer Jack Albrecht reported that a 12 month CD was purchased for \$105,353.16 at an interest rate of 0.350%. Also, after some discussion regarding water payments for 2013, it was agreed that Deborah McGraw and Jack Albrecht will meet together at PML Management to review the expense report.

Landscape Committee – Miles Dooher reported on the following:

- Landscape report for February and March 2014 from Jim Cozzolino
- The irrigation is on 1 day per week to maintain the landscaping in the areas maintained by the association. The intent is to reduce water consumption by 25% by the end of the year.
- Large trees on HOA commons space near 1515 Cherrywood – Tree pruning has been completed by Advanced Tree Care.
- Review of landscaping concerns at 3505 Broadview. After some discussion, it was agreed to send a letter to the owner regarding concerns about the front yard landscape rocks being cleaned up on a regular basis. It appears that the rocks from the front yard landscaping that wind up in the street (Broadview) have a tendency to fly towards the adjacent homes (or people in the vicinity) when vehicles run over the rocks. It was also noted that the rocks are a walking hazard.
- The Board discussed tree pruning for 2014. After some discussion, Emile Nurisso made a motion to approve of spending up to \$20,000 for the Priority 2 items identified in the Kielty 2012 tree survey report. Jack Albrecht seconded the motion, which was unanimously approved.

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

Date Received	Address	Description of Work	Status
2/28/14	1657 De Anza	Renovate the existing rear balcony	Approval letter sent 3/5/14
2/24/14	1937 Parkwood	To install a skylight above the living room and replace the front door	Approval letter sent 3/10/14
2/6/14	3404 Leafwood	To replace the roof	Approval letter sent 2/12/14
2/2/14	1404 De Anza	To replace the second story balcony	Approval letter sent 2/12/14

After review of the March 2014 monthly site inspection report, it was agreed that PML would contact Fire Marshal Leong to confirm that fire hydrants on the private streets must be maintained by the association. It was also discussed that PML would contact the new owners of 1925 Parkwood and advise them that it is a city ordinance to move the garbage bins, after pickup by Recology, to a location where they cannot be viewed by the street.

Public Safety – Bob Kiss reported that an owner has brought to his attention the faded bike lane markings on De Anza. Deborah McGraw was requested to contact the city public works department to report the issue.

UNFINISHED BUSINESS

- a) **Review HOA Insurance Policies for 2014** – After some discussion and a request for PML to provide an updated comparison between the policies under consideration, the Board agreed to table this for further discussion at the next meeting.
- b) **SM Sewer Lateral Program Change (Sugarloaf Response)** – Tabled for further discussion at the next meeting.
- c) **Use of PML New Email Distribution Capability** – Deborah McGraw explained the administrative expense associated with sending electronic copies of association documents to owners. After some discussion, a motion was made by Bob Kozak to authorize PML to provide electronic document email distribution at a flat rate cost of \$25.00 per month. Emile Nurisso seconded the motion, which was unanimously approved.

NEW BUSINESS

- d) **Election Process Completion** – Since only 106 ballots were received out of the required 115 valid ballot quorum necessary to complete the election process, a motion was made by Emile Nurisso to postpone opening of the ballots to the next Board meeting, per the association's Bylaws section 4.6. Bob Kozak seconded the motion, which was unanimously approved.

Review Letter to City on De Anza Traffic Barrier –The Board reviewed comments from 23 owners who have responded stating that they are concerned with the current installation of the barrier at the fire department on De Anza. Bob Kiss then presented a letter to be mailed to Gary Heap, Senior Traffic Engineer for the city of San Mateo, from the association. The Board reviewed the draft letter and unanimously endorsed having it sent to Gary Heap. The paper copy was requested to be sent by PML via US Mail.

ADJOURNMENT

The next Board of Directors meeting was scheduled for Tuesday, April 22, 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 7:20pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation