

# SUGARLOAF HOMEOWNERS ASSOCIATION

## Minutes of the Board of Directors Meeting

May 27, 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 Vice President Miles Dooher at 5:40pm. Other Board members in attendance were Jack Albrecht and Emile Nurisso. Board President Bob Kiss arrived at 5:55 pm, and Board member Bob Kozak was absent. Deborah McGraw and Kathy Stathakopoulos represented PML Management Corporation.

### OPEN FORUM

None.

### AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. It was agreed to cancel the June Board of Directors meeting, since there won't be a quorum of Board members.

### APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Emile Nurisso and seconded by Jack Albrecht, the Minutes of the April 22, 2014, Board of Directors Meeting were approved as submitted.

### EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on April 22, 2014 to discuss delinquent owner accounts.

### REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	613	158,989	159,516	527
Total Maint. & Repairs	2,409	12,027	16,740	(4,713)
Total Utilities	921	1,538	6,264	(4,726)
Total Admin. Expenses	4,663	14,961	20,096	(5,135)
Total Reserve Expenses	0	0	11,984	(11,984)
Total Assets		451,183		
Total Liabilities		270		
Total Fund Balances		450,913	\$317,332 est year end	

Bob Kiss stated that he is in the process of discussing the association's operating account relationship with US Bank. More information will be provided at the next meeting.

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

- The Board reviewed proposals from Advanced Tree Care, Loral and Arborwell for the Priority 2 tree trimming. After some discussion, Jack Albrecht made a motion to approve of the contract from Advanced Tree Care at \$12,500. Emile Nurisso seconded the motion, which was unanimously approved. It was agreed that the project would start after the annual brush clearing project (Fire Break) has been completed by Jim Cozzolino.
- May 2014 landscape report from Jim Cozzolino
- The Deputy Fire Marshal, Bill Euchner, has sent a letter to the association advising that the association needs to be compliant with the defensible fire space regulations no later than June 23<sup>rd</sup>. It was noted that the annual brush clearing is scheduled to be completed prior to then.
- Proposal approved for Jim Cozzolino to replace 3 irrigation controllers:

- Controller #5, replaced @ \$275 – scheduled for replacement in 2020 at \$150
- Controller #6, replaced @ \$350 – scheduled for replacement in 2023 at \$525
- Controller #7, replaced @ \$275 – scheduled for replacement in 2014 at \$275
- 1521 Cherrywood – The landscape committee will inspect the association trees the owner is concerned about with the contractor who is chosen to complete the priority 2 tree pruning project.
- 3405 Oakhill Court – The landscape committee approved an owner request to prune 3-5 Coastal Live Oak trees on the association’s common area by Humbolt Tree Service at the owners cost.
- 1657 Toyon – The landscape committee met with the owners and determined that the trees the owner is concerned about are on their property and not the association’s property. Therefore, trees #82, 83, 84 and 86 will be removed from the association’s responsibility related to the Kielty tree survey.
- Advanced Tree Care will inspect a Pine tree next to 1640 Toyon and the Cork Oaks on Parkwood.

#### ***Architectural Committee –***

The Board reviewed 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>
4/5/14	1412 De Anza	To replace the shingle style siding and repaint (KM Saddle Brown paint, Cedar Bark siding stain)	Approval letter sent 4/28/14
4/15/14	3408 Westwood	To paint the home (Color Scheme F), update the exterior appearance of the common wall between 3404 and 3408 Westwood, and replace the two common wall fences in the backyard	Approval letter sent 5/5/14
5/22/14	1901 Parkwood	To replace back lawn with artificial turf	Approved 5/27/14
	1657 Toyon	To modify back deck	Discussion only, final project form not yet submitted

The Board then reviewed the April and May monthly inspections performed by PML Management.

Bob Kiss reported that the annual home exterior audit was performed on May 17<sup>th</sup> by Katie Flynn, Bob Kiss and Bob Kozak. There were about 30 “A” priority issues and 4 landscape issues noted during the inspection. PML was asked to work on generating audit letters to affected homeowners during June. Bob noted that the audit group confirmed that the majority of curb house numbers could use to be repainted.

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 1660 Toyon Court. The owner will be recognized at the June 2<sup>nd</sup> City Council meeting.

***Public Safety*** – The owner of 1521 De Anza reported that their home was burglarized on May 9<sup>th</sup>. The residents contacted the police and an informational bulletin was provided email to all Sugarloaf residents as an advisory.

Discussion regarding Village Defense – after a brief discussion, the Board decided that they were not interested in any further information about this program (an unsolicited contact was made by the firm).

***Manager’s report*** – The Board reviewed the manager’s report provided. During discussion, Jack Albrecht requested Deborah McGraw to research which vendor performed the curb house number painting project five years ago, and request a bid for the work to be done this year. Miles Dooher stated that the landscape committee will inspect the retaining walls at the ends of the private lanes for any necessary repairs this year.

#### **UNFINISHED BUSINESS**

- a) **Review HOA Insurance Policies for 2014** – The Board reviewed a spreadsheet provided by Deborah

McGraw which compared the insurance coverage from Philadelphia Insurance, Travelers and Foremost Insurance. After some discussion, the Board agreed to stay with the current insurance carrier at this time, and to review the policies in October, prior to the January 2015 renewal date. Following this approach would avoid any fees for early termination of an active policy, while still allowing the Board to consider changing carrier(s) due to concerns with the service provided by the current carrier.

- b) **SM Sewer Lateral Program Change** – Bob Kiss reported that the City of San Mateo has suspended the Private Sewer Lateral Cost Sharing Program as of April 11<sup>th</sup> due to exhausted funds and is not accepting any new applications for 2014 until additional funding has been secured. Bob stated that he has already contacted City Council Member Lin regarding the lack of funding, and asked for information on how the city is determining the annual budget levels for this program.

## **NEW BUSINESS**

- a) **Annual Brush Clearing Project Plan** – Miles Dooher reported that Jim Cozzolino will complete the annual brush clearing project during the second week of June. The Board approved to have Jim Cozzolino complete the project at a cost not to exceed \$4,695.
- b) **Document Storage Review** – The Board reviewed a letter from attorney John Garvic regarding storage of legal documents at his office and an offer to revise the association's governing documents. After some discussion, the Board agreed to postpone the revision of the governing documents to every 10 years, and Deborah McGraw was requested to confirm with Garvic that the association would prefer these documents not be destroyed at this point in time, and to find out how many documents are currently in the attorney's possession so the Board can decide on the best way to take possession of the documents.

## **ADJOURNMENT**

The next Board of Directors meeting was scheduled for Tuesday, July 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 7:10pm.

Respectfully Submitted,

Deborah McGraw, CCAM  
PML Management Corporation