

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

September 23, 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 5:44pm. 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

None.

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 August 26, 2014, Board of Directors Meeting were approved as submitted.

EXECUTIVE SESSION DISCLOSURE

Executive Session convened on August 26, 2014 to discuss delinquent accounts and legal matters.

REPORTS

Treasurer - The Board reviewed the August 2014 financial statement as follows:

| | Month | Y-T-D | Budget | Variance |
|------------------------|----------|---------|------------------------|----------|
| Total Revenue | 42 | 159,325 | 160,832 | 1,507 |
| Total Maint. & Repairs | (12,105) | 27,454 | 33,480 | (6,026) |
| Total Utilities | 1,379 | 7,964 | 12,528 | (4,564) |
| Total Admin. Expenses | 3,918 | 28,444 | 40,192 | (11,748) |
| Total Reserve Expenses | 14,295 | 15,195 | 23,968 | (8,773) |
| Total Assets | | 404,087 | | |
| Total Liabilities | | 3,370 | | |
| Total Fund Balances | | 400,717 | \$317,332 est year end | |

Landscape Committee – Miles Dooher reported on the following:

- 1842/1846 Parkwood water intrusion issues – On Sunday 9/21/14, the owner of 1842 Parkwood reported water in their backyard and under the home. On Monday, 9/22/14 Jim Cozzolino inspected the area behind the homes and did not find any leaking irrigation heads or valves. The landscape committee and/or other board members will meet with the owners at 1842/1846 to investigate the situation further. An update will be provided by the time of the next board meeting.
- Chris Lane landscape issues – A proposal was provided by Advanced Tree Care (ATC) to prune 6 trees along De Anza and remove 6 dead trees in the Chris Lane landscape easement at a cost of \$960. On a motion duly made by Emile Nurisso and seconded by Jack Albrecht, the Board unanimously approved of the proposal. Miles reported that all of the other landscape requests from the Chris Lane residents have been accomplished. After the tree work has been completed by ATC, Miles will contact Christina Einstein to advise her that the association has addressed her and her neighbor's requests.

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

| <u>Date Received</u> | <u>Address</u> | <u>Description of Work</u> | <u>Status</u> |
|----------------------|----------------|---|------------------------------|
| 8/10/14 | 1665 Sugarloaf | Front/side yard re landscaping and deck extension | Approval letter sent 9/11/14 |

1834 Parkwood – Due to multiple complaints, the Board agreed for PML to send a violation letter to the owner regarding the deteriorated front yard landscaping, a barking dog issue, and requesting for the vehicle in their driveway to be moved which blocks the sidewalk for pedestrians.

It was noted that PML performed their September site inspection on 9/8/14.

Public Safety – No report.

UNFINISHED BUSINESS

- a) HOA Document Storage Review – No report, pending receipt of the archive documents from John Garvic's office.
- b) Private Lane Barriers Maintenance – It was noted that Von Almen Construction has scheduled the project for the week of 10/6/14.
- c) House Curb Numbering Plan – Completed.
- d) 2015 Draft Budget/Reserves Review – A draft budget was provided for the Board to review. After some discussion, it was agreed to finalize the budget at the 10/28/14 Board meeting.

NEW BUSINESS

None

ADJOURNMENT

The next Board of Directors meeting was scheduled for Tuesday, October 28, 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 7:17pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation