

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

February 26, 2015

ORDER

The meeting, which was held at the office of PML Management, located at 655 Mariners Island Blvd., in San Mateo, was called to order by Vice President Bob Kozak at 5:37pm. Other Board members in attendance were Jack Albrecht, Miles Dooher, and Emile Nurisso. Board President Bob Kiss was absent. Deborah McGraw represented PML Management Corporation and other homeowners attended.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar and agreed to change the March 2015 meeting date to 3/16/15.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Bob Kozak and seconded by Miles Dooher, the Minutes of the January 20, 2015, Board of Directors Meeting were approved as submitted.

EXECUTIVE SESSION DISCLOSURE

Executive Session convened on January 20, 2015 to discuss delinquent accounts and attorney representation.

REPORTS

Treasurer - The Board reviewed the January 2015 financial statement as follows:

	Month	Y-T-D	Budget	Variance
Total Revenue	158,243	158,243	158,316	73
Total Maint. & Repairs	3,153	3,153	4,577	(1,424)
Total Utilities	595	595	1,372	(777)
Total Admin. Expenses	2,744	2,744	4,461	(1,717)
Total Reserve Expenses	0	0	3,545	(3,545)
Total Assets		510,967		
Total Liabilities		6,390		
Total Fund Balances		504,577	\$346,752 est year end	

Landscape Committee – report by Miles Dooher:

- *1858 Parkwood* – A large association tree fell from association property onto the homeowner's property, which has since been removed at the association's cost. It was recommended not to grind out the stump since the tree's root system is currently helping provide stability to the hillside. Therefore, Cozzolino will plant a shrub to hide the stump.
- *Phase 3 tree pruning* – Pending receipt of bids from Loral, ATC and Arborwell. The Landscape Committee requested bids for 12 trees from the Phase 3 list to be addressed prior to the overall pruning project, since they may pose a hazard during the spring storms.
- *Irrigation system upgrades* – The Board reviewed a proposal from Jim Cozzolino to replace the irrigation controller for Zone 8 at a cost of \$1,500. Deborah McGraw noted that the Cal Water rebate application has been started, but cannot be submitted until after the controller has been replaced. Therefore, Emile Nurisso made a motion to approve of the controller replacement at \$1,500. Bob Kozak seconded the motion, which was unanimously approved.
- *1821 Parkwood* – The Board discussed the owner's hedge which has not been cut from over the sidewalk as requested. After some discussion it was agreed that PML will ask the owners to attend the next Board meeting to discuss the situation.
- *View policy* – Discussion regarding a potential policy restricting planting of new trees on owner's property was tabled for review at the next meeting.

Architectural Committee – The following architectural projects were reviewed:

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
1/16/15	1846 Parkwood	To repaint the home in color scheme E	Pending approval by the ACC. 1/20/15 revised ACC form submitted with neighbor signature. The work has already been completed as of 1/20/15.
11/11/14	1853 Parkwood	To replace/repair the roof using the same type of roofing material (the work has already been completed).	Pending approval by the ACC

- *Satellite Dish* – The owners of 1825 Parkwood have requested to keep the satellite dishes in their current location since a satellite dealer, The Remo Group, is refusing to be responsible for walking on the owner's tile roof to place the dishes on the chimney. After some discussion the Board agreed that the dishes will still need to be moved to the chimney, so it was decided to provide contractor contact information, who can safely walk on the tile to install the dishes on the chimney, to the owners and request that the dishes are moved.
- *Mailboxes on traffic barriers* – Tabled for further discussion at the next meeting.

Public Safety –

- *Traffic Safety on De Anza* – During the annual meeting of members, owners expressed their concern with the increased speed of vehicle traffic on De Anza Boulevard. During discussion, homeowners requested the Board to contact the City of San Mateo in an effort to engage in discussion about decreasing the speed of traffic on De Anza Boulevard. At this Board meeting PML was requested to draft a letter, to be reviewed by the Board, asking the City to consider installing a 4 way stop sign at Parkwood and De Anza and additional stop signs along De Anza Boulevard.

UNFINISHED BUSINESS

- Completion of Annual Election Process** – Deborah McGraw confirmed that a quorum was represented by 124 owners. The Board, under the direction of PML Management (the Election Official) then opened all of the ballots and determined that since there were no valid write-in nominees, Bob Kozak and Emile Nurisso were elected to the Board and the Tax Reduction Resolution was approved. The balloting results were as follows:
 Bob Kozak – 109 votes
 Emile Nurisso – 108 votes
 Tax Resolution, 122 votes FOR and 2 votes AGAINST.
- Review of Draft Fine Policy** – The Board briefly discussed the sample fine policy and agreed to review the amount of fines for each violation for discussion at the next Board meeting.

NEW BUSINESS

- Board appointment of officer positions** – On a motion duly made by Miles Dooher and seconded by Emile Nurisso, the following officer positions were unanimously approved:

President	Bob Kiss
Vice President	Bob Kozak
Treasurer	Jack Albrecht
Secretary	Emile Nurisso
Director at Large	Miles Dooher

ADJOURNMENT

The next Board of Directors meeting was scheduled for Monday, March 16, 2015, at the office of PML Management in San Mateo. There being no further business before the Board, the Meeting was adjourned into Executive Session to discuss legal matters at 6:56pm.

Respectfully Submitted,

Attested by,

Deborah McGraw, CCAM
PML Management Corporation

Emile Nurisso, Secretary
Sugarloaf HOA