

## SUGARLOAF HOMEOWNERS ASSOCIATION

### Minutes of the Board of Directors Meeting

January 20, 2015

#### ORDER

The meeting, which was held at the Beresford Recreation Center, located at 2720 Alameda de las Pulgas, in San Mateo, was called to order by President Bob Kiss at 9:00pm. Other Board members in attendance were Jack Albrecht, Miles Dooher, Bob Kozak, and Emile Nurisso. Deborah McGraw represented PML Management Corporation.

#### AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar and agreed to change the September 2015 meeting date to 9/29/15.

#### APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Emile Nurisso and seconded by Bob Kozak, the Minutes of the November 25, 2014, Board of Directors Meeting were approved as submitted.

#### EXECUTIVE SESSION DISCLOSURE

Executive Session convened on November 25, 2014 to discuss a delinquent account and attorney representation.

#### REPORTS

**Treasurer** - The Board reviewed the December 2014 financial statement as follows, which is subject to auditor adjustments:

|                        | Month   | Y-T-D   | Budget                 | Variance |
|------------------------|---------|---------|------------------------|----------|
| Total Revenue          | 40      | 159,535 | 162,140                | 2,605    |
| Total Maint. & Repairs | (2,966) | 42,360  | 50,220                 | (7,860)  |
| Total Utilities        | (25)    | 14,103  | 18,790                 | (4,687)  |
| Total Admin. Expenses  | 5,686   | 45,355  | 60,290                 | (14,935) |
| Total Reserve Expenses | 6,350   | 25,340  | 35,956                 | (10,616) |
| Total Assets           |         | 417,741 |                        |          |
| Total Liabilities      |         | 64,914  |                        |          |
| Total Fund Balances    |         | 352,826 | \$317,332 est year end |          |

No trespassing signs – Jack Albrecht stated that after further investigation, it was found that there are numerous places on the property where no trespassing signs would be appropriate. However, the Board agreed that there wasn't an apparent need for the additional signage and agreed to leave the existing signs in place.

*Reserve Study (3-year site inspection)* – The Board reviewed a proposal from Golden Consulting Group to complete the association's reserve study for the 2016 fiscal year, including 2 annual updates in 2016 and 2017. On a motion duly made by Jack Albrecht, and seconded by Emile Nurisso, the Board unanimously approved of the proposal.

**Landscape Committee** – report by Miles Dooher:

- *1652-1656 Toyon Pine trees* – A formal letter from Loral Landscaping has been provided to the owner and tenant advising them that it is Loral's opinion that the trees are in good health. Loral cannot determine if the cracks in the walkway were due to the roots or just soil settlement.

- *Phase 3 tree pruning* – Miles requested PML to send out bid requests to Loral, Arborwell, and Advanced Tree Care for the necessary pruning/removals based on the Keilty tree report.
- *Irrigation system upgrades* – Cal Water has many different rebates available for commercial accounts. Rebates include: smart irrigation controller rebate, rotating nozzle rebate, and spray body with integrated pressure regulation and check valve rebate. Additional information can be obtained at <https://www.calwater.com/conservation/rebates-and-programs/>. PML will provide the rebate information to Jim Cozzolino for follow up in Zone 8.

**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>   |
|----------------------|---------------------|---|---|
| 8/18/14              | 1846 Parkwood       | To repaint the home in color scheme E   | (pending review by the ACC)                             |
| 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                             |
| 12/17/14             | 1825 Parkwood       | To replace all windows and sliding doors  | (email approval 12/28/14)<br>Formal letter sent 1/16/15 |
| 11/25/14             | 3404 Westwood Court | To replace windows and sliding doors  | Approval letter sent 12/5/14                            |

It was noted that account #62-15730 is concerned about an unauthorized deck extension at the property of account #62-15690. Bob Kiss stated that he will research past information about this issue and respond to the owner directly.

*Mailboxes on traffic barriers* – It was agreed to have PML and Bob Kiss revise the memo and mail it to individual owners who have mailboxes on the traffic barriers.

*Satellite dish* – Bob Kiss reported that he met with the owner at 1825 Parkwood and discussed the HOA's position on relocation of their satellite dishes. Since the owner has not reported progress on their commitment to research an alternate location, PML was requested to send the owner a letter formally documenting the issue, and giving the owner a specific timeline by which a response must be received.

**Public Safety** –

- *General announcements* - On November 27, 2014 an announcement was sent to all homeowners that a mountain lion sighting was reported between Parkwood and Toyon.
- *Traffic visibility concern (De Anza)* – Bob Kiss reported that the City of San Mateo has agreed to increase the red striping on the curb at the De Anza/Parkwood Drive intersection by an additional 20 feet. It was also noted that the bikes lanes on De Anza have been re-painted, as requested.

**UNFINISHED BUSINESS**

- HOA Document Storage Review** – The Board agreed to review the contents of the 1 box at PML at the March meeting.
- Election Planning** – Since there were no additional candidates noted during the annual meeting, the

Board requested PML to send out the ballot packet, along with the January newsletter, no later than Thursday, 1/22/15. The due date for returning ballots would be no later than 5 pm on the date of the next board meeting (at least 35 days from the sending of the ballots).

- c. **Insurance Policy Renewal for 2015** – Through Bay Area Insurance, the association has purchased a common area property and liability policy with Foremost Signature Insurance. The Umbrella and Fidelity Bond policies are with Travelers, D&O with Admiral/Great Divide Insurance and Worker's Compensation with Republic Indemnity. The policies are effective 1/19/15 – 1/19/16.

## **NEW BUSINESS**

**Review Draft Fine Policy** – The Board agreed to review the draft fine policy and make changes to discuss at the next meeting. PML was requested to incorporate a table listing specific violations or violation types and how the specific fines would be applied, based on the list that the Board has assembled.

## **ADJOURNMENT**

The next Board of Directors meeting was scheduled for Thursday, February 26, 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 9:37pm.

Respectfully Submitted,

Attested by,

Deborah McGraw, CCAM  
PML Management Corporation

Emile Nurisso, Secretary  
Sugarloaf HOA