

SUGARLOAF HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
March 16, 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 President Bob Kiss at 5:39pm. Other Board members in attendance were Jack Albrecht, Miles Dooher and Bob Kozak. Board member Emile Nurisso was absent and Deborah McGraw represented PML Management Corporation.

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 Jack Albrecht, the Minutes of the February 26, 2015, Board of Directors Meeting were approved as corrected with Bob Kiss abstaining from the vote since he was not in attendance at that meeting.

EXECUTIVE SESSION DISCLOSURE

Executive Session convened on February 26, 2015 to discuss delinquent accounts.

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 –Miles Dooher reported on the following:

- Phase 3 tree pruning* – It was noted that Bid requests have been sent to Loral Tree Service, Advanced Tree Care and Arborwell. The Board reviewed bids from Advanced Tree Care and Loral Tree Service for the immediate pruning of 12 trees identified by the Landscape Committee. After some discussion a motion was made by Miles Dooher to approve of Advanced Tree Care with the provision that tree #26 is removed, and not pruned. Jack Albrecht seconded the motion, which was unanimously approved by the Board.

Architectural Committee – The following architectural projects were reviewed:

Date Received	Address	Description of Work	Status
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

- *1825 Parkwood, Satellite Dish* – The Board reviewed communication previously received from a dish installer consulted by the owner, speaking to the difficulty of installing satellite dishes at this home. After some discussion, it was agreed to send an additional letter to the owner, indicating that the issue is still open and that the Board still notes the two dishes were installed in violation of Article 6.03.
- *3417 Leafwood, Satellite Dish* – It was reported that investigation into an observation about a satellite dish on the garage roof of 3417 has determined that the dish is actually attached to 3421 Leafwood and hangs over the 3417 roof. Bob Kiss indicated that he would research the situation further and report back.
- *Mailboxes on traffic barriers* – Deborah McGraw was requested to revise the letter, working with Bob Kiss, and send the letter only to owners who currently have mailboxes attached to the HOA barriers.
- *Monthly site inspection* – No report.

Public Safety – no report.

UNFINISHED BUSINESS

- Continued Review of Draft Fine Policy** – This item was tabled for further discussion at the next Board meeting.
- Traffic Safety on De Anza Blvd.** – No report, pending completion of a letter to the City of San Mateo.

NEW BUSINESS

None

ADJOURNMENT

The next Board of Directors meeting was scheduled for Tuesday, April 28, 2015, at the office of PML Management in San Mateo. There being no further business before the Board, the Meeting was adjourned at 6:38pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation

Attested by,

Emile Nurisso, Secretary
Sugarloaf HOA