

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

May 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 President Bob Kiss at 5:35pm. Other Board members in attendance were Jack Albrecht, Miles Dooher, Robert Kozak and Emile Nurisso. 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 Robert Kozak and seconded by Emile Nurisso, the Minutes of the April 28, 2015, Board of Directors Meeting were unanimously approved as submitted.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	84	159,513	158,664	(849)
Total Maint. & Repairs	3,000	13,073	18,308	(5,235)
Total Utilities	1,286	3,323	5,488	(2,165)
Total Admin. Expenses	3,502	15,090	17,844	(2,754)
Total Reserve Expenses	5,125	5,625	14,180	(8,555)
Total Assets		482,391		
Total Liabilities		7,350		
Total Fund Balances		475,041	346,752 est year end	

Landscape Committee –Miles Dooher reported on the following:

- *Phase 3 tree pruning* – Scheduled for completion by Arborwell June 2-12, 2015.
- Review of the *April and May 2015 landscape report* provided by Jim Cozzolino.
- *Irrigation controller rebate* – Pending submittal to Cal Water.
- *1858 Parkwood fallen tree* – The owner advised the Landscape Committee that her insurance company may pay for the tree removal, so PML was requested to provide a copy of the paid invoice to the owner.
- *1404 De Anza irrigation controller* – It was reported that there are electrical problems with the association's irrigation controller for this area. PML reported that Modern Electric and Jim Cozzolino are working on the repairs.
- *1821 Parkwood hedge* – Emails have been exchanged between PML and the owner asking for the hedge to be pruned evenly off the sidewalk. The pruning has not yet been completed.

Architectural Committee – The following architectural approvals have been granted since the last board meeting:

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. Status closed out, as work was completed prior to form submission. Any issues with re-painting to be addressed as part of audit process.
11/11/14	1853 Parkwood	To replace/repair the roof	Pending approval by the ACC. Status closed out, as work was

		using the same type of roofing material (the work has already been completed).	completed prior to form submission. Any issues with re-roofing to be addressed as part of audit process.
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- *Chris Lane mail box relocation* – A request has been provided to the Architectural Committee to provide approval for the owners with existing mailboxes on the traffic barrier to move them to a different location. The committee is in the process of reviewing the request. It was also noted that the Chris Lane traffic barrier needs repair, which will be done after the mailboxes have been relocated.
- *3417 Leafwood, satellite dish* – Bob Kiss reported that discussion with the owner was continuing on this topic.
- Bob Kiss reported that the *May 2015 Exterior Audit* has been completed. A list of audit findings will be sent to PML for letters to be prepared for committee review.
- *Monthly site inspection* – No report from PML.

Public Safety – Emile Nurisso reported that 3520 Broadview has spoken with him about issues with car vandalism.

Manager's Report – PML is in the process of obtaining asphalt resealing bids from: American Asphalt, Cal Vac Paving and Pacific Surfacing for the repair and re-sealing of the private streets.

UNFINISHED BUSINESS

- Continued Review of Draft Fine Policy** – The Board reviewed and made changes to the draft policy provided by PML. Another draft will be reviewed at the next Board meeting.
- Traffic Safety on De Anza Blvd.** – Emile Nurisso reported that he has obtained 90 signatures in favor of installing a 4-way stop sign at Parkwood and De Anza intersection. During the investigation, a couple Board members performed a traffic volume survey at Parkwood and De Anza intersection. Emile agreed to complete a formal request for the installation of a 4 way stop sign at Parkwood and De Anza intersection, and submit it as a Sugarloaf resident to the City of San Mateo, including the 90 signatures from the residents in support of the proposal. After some discussion, Robert Kozak made a motion for the Board to formally endorse the proposal for the stop sign. Miles Dooher seconded the motion, which was unanimously approved.

NEW BUSINESS

- Fire Break Work Plans** – Miles Dooher reported that he is scheduled to review the project outcome in the field with Melinda Martin, San Mateo Fire Inspector, during the last week in June.
- Review Updated Reserve Plan** – The Board reviewed the draft study and made some changes. A revised draft will be reviewed at the next Board meeting.

ADJOURNMENT

The next Board of Directors meeting was scheduled for Tuesday, June 23, 2015, at the office of PML Management in San Mateo. There being no further business before the Board, the Meeting was adjourned at 7:27pm.

Respectfully Submitted,

Attested by,

Deborah McGraw, CCAM
PML Management Corporation

Emile Nurisso, Secretary
Sugarloaf HOA