

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

November 24, 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 4:54pm. 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 and agreed to cancel the December meeting due to lack of quorum.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Robert Kozak and seconded by Emile Nurisso, the Minutes of the October 27, 2015, were approved as submitted.

EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on October 27, 2015 to discuss legal matters.

REPORTS

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

| | Month | Y-T-D | Budget | Variance |
|------------------------|-------|---------|----------------------|----------|
| Total Revenue | 81 | 160,003 | 159,360 | (643) |
| Total Maint. & Repairs | 4,541 | 38,422 | 45,770 | (7,348) |
| Total Utilities | 2,043 | 16,871 | 13,720 | 3,151 |
| Total Reserve Expenses | 5,550 | 31,453 | 35,450 | (3,998) |
| Total Admin. Expenses | 3,959 | 43,271 | 44,610 | (1,339) |
| Total Assets | | 383,933 | | |
| Total Liabilities | | 1,300 | | |
| Total Fund Balances | | 382,633 | 346,752 est year end | |

Treasurer Jack Albrecht reported that all homeowners have paid the association's annual dues in full.

Landscape Committee – Miles Dooher reported on the following:

- Controller rebate – Rebate submitted to Cal Water, no report.
- 1858 Parkwood fallen tree – After some discussion, since there hasn't been any response from the owner, PML was requested to send a formal letter asking for information about possible insurance reimbursement.
- 1821 Parkwood hedge – Not completed.
- PML was requested to obtain quotes for drainage cleaning in the landscape easements on the association's private streets off De Anza.
- It was noted that the v-ditch repair has been completed behind Sugarloaf Drive homes
- The owner of 3520 Broadview was requested to remove the dead Palm fronds from the front yard tree since they currently pose a hazard if they were to fall
- 3512 Broadview buckeye tree – Emile Nurisso stated that he will talk to his neighbor about having their tree trimmed since the branches overhang the association's street.
- Paving – It was noted that the concrete and asphalt repairs will be completed this winter and the seal coat will be completed in spring of 2016 when the weather gets warmer.
- A letter has been sent to the owner of 1669 Sugarloaf Drive requesting that the front yard weeds be removed.

Architectural Committee

It was noted that the roof was replaced at 1809 Parkwood Drive, as previously approved by the committee. The adjacent owners requested the Board to have the owner paint the exposed bare sheet metal flashing that resulted after the new roof installation, for aesthetic reasons. The Board agreed to have the Architectural Committee review the situation and contact the owner of 1809 Parkwood, as necessary.

It was noted that 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> |
|----------------------|--------------------|---|-------------------------------|
| 10/3/15 | 1849 Parkwood Dr. | To repair the roof and replace some roof tiles using mauve tiles #2636 Piedmont Blend to match the existing tiles as closely as possible. | Approval letter sent 10/30/15 |
| 10/28/15 | 3401 Cheryl Ct. | To replace the garage door with a Clopay garage door through Home Depot (Model HDGL, Long Panel design, obscure glass at the 4 th row at the top). The owner was required to paint the door in Kelly Moore Bone. | Approval letter sent 11/10/15 |
| 10/21/15 | 1661 De Anza Blvd. | To replace the driveway and concrete walkway with paver stones using Calstone Classic Cobblestone with rounded edges in Mega Pattern 3. | Approval letter sent 11/19/15 |

Public Safety – Emile Nurisso reported that the City of San Mateo was scheduled to paint the red curb on De Anza at Parkwood Drive in the next few days.

Manager's Report – No report.

UNFINISHED BUSINESS

- a. **Finalize Fine Policy for Member 30-day review** – The Board reviewed a revised fine policy and after some discussion it was agreed to include the final draft with the annual meeting notice in January for the required 30-day member review before it is formally adopted.
- b. **Approve Reserve Plan & 2016 Budget** – It was reported that the approved 2016 budget has been sent to all owners, which includes the adopted reserve study prepared by Golden Consulting Services.
- c. **Annual meeting planning/meeting packet review** – The Board agreed to set the date for the association's annual meeting for Thursday, January 28, 2016 starting at 6:30pm at the Beresford Rec Center in San Mateo. Topics to be discussed will include the proposed Fine Policy and the potential for the board to propose rental restrictions in the future. It was agreed to ask the Mayor of San Mateo to attend the meeting as a guest speaker. Bob Kiss will contact the mayor to make the request. In the event the mayor is not available, Bob will consider inviting another senior level representative from the city.

NEW BUSINESS

None

ADJOURNMENT

The Annual Meeting of Members was scheduled for Thursday, January 28, 2016, at the Beresford Recreation Center in San Mateo, with a Board meeting immediately following the Annual Meeting. There being no further business before the Board, the Meeting was adjourned at 5:56pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation

Attested by,

Emile Nurisso, Secretary
Sugarloaf HOA