

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

September 29, 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 5:40pm. Other Board members in attendance were Jack Albrecht, Miles Dooher and Emile Nurisso. Director Robert Kozak was absent. Deborah McGraw represented PML Management Corporation, other homeowners attended, and Dennis Frank, Landscape Architect with the City of San Mateo, also attended to discuss proposed Laurelwood Park trail modifications.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Jack Albrecht and seconded by Miles Dooher, the Minutes of the August 11, 2015, Board of Directors Meeting were unanimously approved as submitted.

EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on 8/11/15 to discuss a delinquent owner account and a legal matter. No action was taken.

REPORTS

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

	Month	Y-T-D	Budget	Variance
Total Revenue	42	159,841	159,128	(713)
Total Maint. & Repairs	2,400	29,769	36,616	(6,847)
Total Utilities	2,703	12,135	10,976	1,159
Total Admin. Expenses	4,205	35,779	35,688	91
Total Reserve Expenses	0	25,903	28,360	(2,458)
Total Assets		413,629		
Total Liabilities		4,726		
Total Fund Balances		408,903	346,752 est year end	

Landscape Committee – report by Miles Dooher:

- *August & September 2015 landscape* reports provided by Jim Cozzolino
- *Controller rebate* – final invoices received. PML will submit the necessary paperwork to Cal Water.
- *1858 Parkwood fallen tree* – No response from homeowner yet.
- *1821 Parkwood hedge* – A follow up email has been sent to the owner to cut the hedge back from the sidewalk.
- *1657 Toyon* – has removed their personal debris from the common area.
- *3416 Leafwood* – has cleaned up their weeds.
- *1656 Toyon* – Is concerned about the Pine trees next to her property. These trees have previously been inspected by a licensed arborist and determined to be safe. PML requested to respond to homeowner with prior assessment information.
- *3512 Broadview* – has been asked to prune their Buckeye trees
- *3520 Broadview* – has been requested to remove the dead Palm fronds from their tree

- *3421 Westwood* – Loral will remove 4 scrub Willow trees from the landscape easement behind their home. Scheduled for 9/30/15.
- *3532 Broadview* – has been requested to prune a small tree behind the home which may present a fire danger.
- *1658 Toyon* – installed bender board at the backyard landscaping and broke an association-maintained irrigation line. PML will follow up with the owner.
- *Swale repairs* – The Board met with Bay Cities Concrete regarding repairs to the concrete swale behind the homes on Sugarloaf Drive. After some discussion, the Board agreed to have the association's asphalt repair company perform the work when they are on site to make various other concrete repairs. If they cannot perform the work within the budget provided, then the Board authorized Bay Cities to do the work.
- *Barrier repairs* – Von Almen Construction is scheduled to make the repairs to the Chris Lane barrier on 10/12/15.

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>
8/1/15	3413 Allison	To replace the garage door with a Clopay HDPL13 premium classic series long elegant garage door with plain long obscure glass window. Door to be painted in Kelly Moore Navajo White.	Approval letter sent 8/19/15
8/24/15	1517 De Anza	To install a DishTV satellite antenna on the roof behind the mansard on the back side, not visible from the street	Approval letter sent 9/3/15
8/17/15	1916 Parkwood	To replace the driveway and concrete walkways with paver stones using Calstone pavers in Old Town II pattern, charcoal tan color	Approval letter sent 8/26/15
8/31/15	1661 De Anza	To repaint the front door using New London Burgundy color 4-1.	Approval letter sent 9/8/15
9/15/15	1654 Sugarloaf	To remove the three fake beams on the front exterior since they have dry rot.	Approved by ACC 9/27. PML letter pending.

Public Safety – No report.

Manager's Report – No additional information provided.

UNFINISHED BUSINESS

- Continued Review of Draft Fine Policy** – The Board reviewed feedback provided by attorney Marc Bender and made minor changes to the landscaping category. The policy draft will be finalized at the next Board meeting to allow initiation of the 30-day review by HOA members.
- Review Updated Reserve Plan & Draft 2016 Budget** – The Board reviewed the draft budget and made minor changes.
- De Anza / Parkwood Stop Sign Petition Status** – The Board reviewed correspondence from the City of San Mateo denying the association's request to install a stop sign at the corner of De Anza and Parkwood. After some discussion, it was agreed to file an appeal to the City's decision.

NEW BUSINESS

- Laurelwood Park Trails Topic** – Dennis Frank, a Landscape Architect with the City of San Mateo, attended the meeting to discuss the City's proposed Laurelwood Park trail modifications. The

homeowners in attendance expressed their only real concern with the Laurelwood Park train plans being the recent addition of Trail 11. After Mr. Frank left the meeting, the Board discussed the issue further. It was agreed that an email and paper notice would be sent to all HOA members and residents encouraging them to attend the 10/5/15 San Mateo City Council meeting to express their concerns about Trail 11.

- b. **2015 Asphalt street maintenance project** – The Board reviewed proposals from Cal Vac Paving, American Asphalt and Pacific Surfacing. After some discussion, a motion was made by Miles Dooher to approve of the proposal from American Asphalt to complete the concrete and asphalt repairs in 2015 and then seal coat and stripe in 2016 with the contingency that Cal Vac Paving is able to perform the project at a cost not to exceed \$20,000. Whomever is contracted for the asphalt project will also be asked to perform the concrete repairs to the swale located behind the Sugarloaf Drive homes at a cost not to exceed \$5,000. Emile Nurisso seconded the motion, which was unanimously approved.

ADJOURNMENT

The next Board of Directors meeting was scheduled for Tuesday, October 27, 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 at 8:30pm to discuss legal matters.

Respectfully Submitted,

Attested by,

Deborah McGraw, CCAM
PML Management Corporation

Emile Nurisso, Secretary
Sugarloaf HOA