

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

August 23, 2016

ORDER

The meeting, which was held at which was held at the office of PML Management, at 655 Mariners Island Blvd. #301 in San Mateo, was called to order by President Bob Kiss at 5:30pm. Other Board members in attendance were Jack Albrecht, Miles Dooher, Emile Nurisso and Robert Kozak. Deborah McGraw represented PML Management Corporation and another homeowner attended.

OPEN FORUM

None.

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 Miles Dooher, the Minutes of the July 26, 2016, Board of Directors meeting were approved as submitted. Emile Nurisso abstained from the vote since he did not attend the July Board meeting.

EXECUTIVE SESION DISCLOSURE

The Board met in Executive Session on July 26, 2016 to discuss a legal matter. No action was taken at this time.

REPORTS

Treasurer - The Board reviewed the July 2016 financial statement as follows:

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	44	159,448	158,422	(1,026)	158,650
Total Maint. & Repairs	8,150	26,101	28,056	(1,955)	56,100
Total Utilities	2,196	9,508	10,422	(914)	20,840
Total Admin. Expenses	4,069	25,265	23,538	1,727	47,080
Operating sub total	14,415	60,875	62,016	(1,141)	
Total Reserve Expenses	15,350	35,498	22,284	13,214	44,573
Total Assets		428,583			
Total Liabilities		3,775			
Total Fund Balances		424,808	345,284 est year end		

Landscape Committee – report by Miles Dooher:

- Miles expressed his concern about the current cost of water. After some discussion, it was agreed to have the Landscape Committee work with Cozzolino to reduce amount of water used starting with turning off a section of irrigation to city property on De Anza Blvd., where the association has historically maintained the landscaping.
- It was agreed to have the Landscape Committee obtain bids to clean up dead trees and debris in the Cherrywood open space at a cost not to exceed \$5,000.
- Irrigation upgrade on De Anza – Jim Cozzolino replaced the existing spray heads with MP rotators on Association common space next to 1521/25 De Anza at a cost of \$375.
- Dumping of garbage on HOA property – There have been no additional reports of illegal dumping on association property.
- Broadview Court – Loral Landscaping has scheduled the removal of the scotch broom and 3 dead Poplar trees, on Association land behind 3520-3536 Broadview for next week.
- Weed abatement reimbursement from the City – Reimbursement has been received in full at \$675.45.

- Excess water usage on De Anza – It has been verified that the billed water usage is legitimate since Jim Cozzolino has intentionally increased the run times on the controller.
- Black drainage pipes in Cherrywood open space – Scheduled to be removed by Cozzolino by the end of August.
- Toyon leak penalty adjustment – A credit adjustment of \$296.25 has been received from Cal Water for the leak repair to the main line on Toyon Court. Base water usage charge of \$315.90 / credit of \$146.25 and Drought surcharge of \$400 / credit of \$150.00.
- The owner of 1621 De Anza was given approval by the committee to reduce some Oak trees behind their property using Timberline Tree Service.
- Review of Cozzolino monthly report for August 2016.

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>
7/25/16	1817 Parkwood	To install paver stones for the driveway and walkway	Approval letter sent 8/19/16
8/2/16	1525 De Anza	To install solar panels	Approval letter sent 8/19/16
8/7/16	3413 Allison	To repaint the home in the existing color scheme	Approval letter sent 8/19/16
8/14/16	3501 Broadview	To install new retrofit windows	Pending approval

- 2016 Exterior Audit inspection – pending submittal of a report to PML for processing letters to owners.

Public Safety –

- City of San Mateo No Smoking Ordinance – Bob Kiss reported that he has attempted to make contact with a representative from the City of San Mateo to understand if the new smoking ordinance is intended to apply to our single family homes in Sugarloaf HOA.
- National Night out – Bob Kiss reported that a large group of homeowners gathered at the corner of Parkwood and Broadview on 8/2/16 for a potluck dinner in observance of the National Night Out.
- Wildlife – It was noted that a rattlesnake was observed, and dispatched, at the corner of Broadview and Parkwood on 8/23/16.

Manager's Report – No additional information to review.

UNFINISHED BUSINESS

- a) **Rental Restrictions Discussion** – No report.

NEW BUSINESS

- b) **Begin 2017 Budgeting Process** – A draft budget was provided to the Board for review. After some discussion it was agreed to review a follow up draft at the next meeting.

ADJOURNMENT

The next Board meeting was scheduled for September 27, 2016 at 5:30pm at the office of PML Management in San Mateo. There being no further business before the Board, the Meeting was adjourned at 7:03pm.

Respectfully Submitted,

Attested by,

Deborah McGraw, CCAM
PML Management Corporation

Emile Nurisso, Secretary
Sugarloaf Homeowners Association