

## SUGARLOAF HOMEOWNERS ASSOCIATION

### Minutes of the Board of Directors Meeting

January 28, 2016

#### ORDER

The meeting, which was held at which was held at the Beresford Recreation Center, located at 2720 Alameda de las Pulgas, in San Mateo, was called to order by President Bob Kiss at 8:32pm. 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. It was agreed to cancel the February 2016 Board meeting and hold the next meeting on March 22, 2016 (this change to better facilitate the completion of the annual election process).

#### APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Miles Dooher and seconded by Emile Nurisso, the Minutes of the November 24, 2015, were approved as submitted.

#### EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on November 24, 2015 to discuss legal matters.

#### REPORTS

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

	Month	YTD	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	40	160,003	159,360	(643)	158,200
Total Maint. & Repairs	2,400	38,422	45,770	(7,348)	54,920
Total Utilities	1,195	16,871	13,720	3,151	16,460
Total Admin. Expenses	6,592	43,271	44,610	(1,339)	53,520
<b>Operating sub total</b>	10,188	98,565	104,100	(5,535)	
Total Reserve Expenses	0	31,453	35,450	(3,998)	42,537
Total Assets		383,933			
Total Liabilities		1,300			
Total Fund Balances		382,633	346,752 est year end		

The Board reviewed a request from an owner to enter into a payment plan to pay their 2016 dues. After some discussion, the Board agreed. Bob Kiss also noted that he has paid the annual dues for the San Mateo United Homeowner Association (SMUHA) using personal funds and requested to be reimbursed for the expense.

**Landscape Committee** – report by Miles Dooher:

- December & January landscape reports from Jim Cozzolino
- Controllor rebate – Rebate submitted to Cal Water.
- 1858 Parkwood fallen tree – No response from the owner regarding insurance coverage
- 1821 Parkwood hedge –The homeowner's hedge has not been cut away from the sidewalk.
- 3521 Broadview buckeye tree – PML will send a follow up letter to the owner to prune the tree

- Drain cleaning in landscape easements – The Board reviewed a proposal to flush the 7 storm drains in the landscape easements on the private lanes off De Anza. After some discussion it was agreed to postpone the work, since it appears the drains are all functioning properly.
- Phase 4 tree pruning project – PML was requested to obtain bids for review at the next meeting.

**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>
1/15/16	1525 De Anza	To re-paint the wall above the garage door	Approval letter sent 1/23/16
12/30/15	3405 Oakhill	To install a wrought iron railing at the front steps to the home	Pending approval
12/3/15	1412 De Anza	To install a new condenser unit in the front patio	Approval letter sent 12/10/15

3400 Westwood Court – Bob Kiss reported that it has been noted that the back wall to 3404 Westwood, which was painted by the owner of 3400 Westwood many years ago, is currently in disrepair and needs to be re-painted. Bob agreed to note this during 2016 exterior audit, if the issue has not been addressed by then.

**Public Safety** – No report.

**Manager's Report** – No additional information provided.

## UNFINISHED BUSINESS

- Continue Fine Policy Discussion/Feedback Review** – It was noted that the draft fine policy has been sent to all homeowners for review. The Board will review homeowner feedback at the next meeting.
- Insurance Policy Renewals** – It was noted that the association's insurance policies renewed on January 19, 2016 with a reduction in the annual premium to \$8,764.
- Rental Restrictions Discussion** – The Board agreed to review a draft amendment provided by Marc Bender and additional information provided by PML Management for further discussion at the next meeting.

## NEW BUSINESS

None

## ADJOURNMENT

The next Board meeting was scheduled for March 22, 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 into Executive Session at 9:02pm.

Respectfully Submitted,

Attested by,

Deborah McGraw, CCAM  
PML Management Corporation

Emile Nurisso, Secretary  
Sugarloaf HOA