

## SUGARLOAF HOMEOWNERS ASSOCIATION

### Minutes of the Board of Directors Meeting

July 26, 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 5:56pm. Other Board members in attendance were Jack Albrecht, Miles Dooher and Robert Kozak. Director Emile Nurisso was absent. 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 Jack Albrecht, the Minutes of the June 28, 2016, Board of Directors meeting were approved as corrected.

#### EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on June 28, 2016 to discuss a legal matter. No action was taken at this time.

#### REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	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
<b>Operating sub total</b>	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:

- Loral Landscaping has been requested to remove a fallen dead tree in the Cherrywood canyon, adjacent to 3412 Westwood.
- The owner of 1521 De Anza advised the landscape committee that the Birch trees are dying in the area maintained next to her home. In previous discussions with the Landscape Committee, Jim Cozzolino has suggested changing the sprinklers from spray heads to MP rotators. After some discussion the Board authorized PML to request a bid from Cozzolino to modify the irrigation and approve it provided the cost does not exceed \$1,000.
- Advanced Tree Care has scheduled the tree removal work behind 1485 Cherrywood in the association's open space for 8/15/16.
- Deborah McGraw reported that, based on homeowner communication, information has been provided to the San Mateo Police Department about people dumping garbage along upper Parkwood Drive. No response has been received from the police department. After some discussion, Jack Albrecht and Miles Dooher agreed to visit the police department and discuss the situation.

- A motion was made by Miles Dooher, seconded by Robert Kozak, and unanimously approved to accept the estimate 2016-0769 from Loral Landscaping to remove the Scotch Broom and 3 dead Poplar trees, in the association's common area behind 3520-3536 Broadview Court, at a cost of \$1,632.
- Bob Kiss and Robert Kozak inspected the Cork Oak trees along upper Parkwood Drive, and it is their opinion that the trees should not be cut at this time. The cutting needed to provide street sweeper access would be too invasive to the trees. Street sweeping in this area was deemed not essential.
- A reimbursement request letter has been sent to Mike Blondino with the City of San Mateo for the annual weed abatement performed on the City's property in the amount of \$675.45.
- Deborah McGraw reported that a refund request has been submitted to Cal Water for the leak which occurred earlier in the year on Toyon Court. Cal Water has confirmed receipt and will process the request.
- It was noted that Cal Water contact PML to notify the association that one of the irrigation meters on De Anza Blvd. showed an excessive amount of water usage compared to last year's usage. Jim Cozzolino is in the process of inspecting the irrigation controller to make sure the program is set correctly.
- Jim Cozzolino was authorized to remove the 7 unused black drainage pipes from the Cherrywood open space.

**Architectural Committee** – The Board reviewed architectural approvals which had been granted since the last board meeting:

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
5/23/16	1629 Toyon Ct.	To repaint the home in color scheme E	Approval letter sent 6/29/16
7/16/16	1821 Parkwood Dr.	To replace the front entrance concrete	Approval letter sent 7/18/16
7/7/16	1645 Toyon Ct.	To repair the backyard deck with no change to the existing design.	Approval letter sent 7/25/16
7/7/16	1917 Parkwood Dr.	To replace existing aluminum windows (black color) to new vinyl windows (white color).	Approval letter sent 7/25/16

- 2016 Audit inspection – Bob Kiss reported that he will be sending the final report to PML for processing.

#### **Public Safety** –

National Night Out – It was noted that the National Night Out will be on Tuesday, August 2, 2016.

City of San Mateo No Smoking Ordinance – Bob Kiss stated that he has reached out to San Mateo city staff to determine if the City's No Smoking ordinance applies to Sugarloaf HOA homes.

**Manager's Report** – No report.

#### **UNFINISHED BUSINESS**

- Rental Restrictions Discussion** – The Board reviewed another draft of the proposed Rental Restriction Amendment to the CC&Rs. After some discussion it was agreed to continue to clarify the definition for homes subject to the amendment, hardship cases, and the process for a waiting list.

#### **NEW BUSINESS**

None

#### **ADJOURNMENT**

The next Board meeting was scheduled for August 23, 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 to discuss a legal situation at 7:16pm.

Respectfully Submitted,

Attested by,

Deborah McGraw, CCAM  
PML Management Corporation

Bob Kiss, President  
Sugarloaf HOA