

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

June 28, 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 5:36pm. Other Board members in attendance were Jack Albrecht, Miles Dooher, Robert Kozak and Emile Nurisso. Deborah McGraw represented PML Management Corporation and other homeowners attended.

OPEN FORUM

The owners of 1858 Parkwood Drive attended the meeting to discuss the replacement of a fence on their property. It was noted during discussion that the owners had replaced the fence with a new style without the prior approval of the Architectural Committee. The Board agreed that the new fence was acceptable with the association's architectural standards but the homeowner was reminded that all future exterior modifications must be reviewed by the committee prior to the work being performed.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Emile Nurisso and seconded by Jack Albrecht, the Minutes of the April 19, 2016, Board of Directors meeting were approved as submitted with Robert Kozak abstaining from the vote.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	125	159,404	158,385	(1,019)	158,650
Total Maint. & Repairs	4,235	16,951	23,380	(6,429)	56,100
Total Utilities	2,222	7,312	8,685	(1,373)	20,840
Total Admin. Expenses	5,160	21,196	19,615	1,581	47,080
Operating sub total	11,617	45,460	51,680	(6,220)	
Total Reserve Expenses	0	20,148	18,570	1,578	44,573
Total Assets		460,754			
Total Liabilities		5,225			
Total Fund Balances		455,529	345,284 est year end		

Jack Albrecht requested PML to send a certified 90-day delinquency letter to the one owner who has not paid their association annual dues in full.

Landscape Committee – Miles Dooher reported on the following:

- Weedy lawns – The Committee will inspect homes to make sure the front yard weeds are being cut regularly where the owners choose not to water the lawn and let them grow.
- Phase 4 tree pruning – Completed by Advanced Tree Care, during the project it was noted that an additional Buckeye and Alder were removed by ATC at the Committee's request.
- Irrigation improvements – Completed by Jim Cozzolino
- Oak tree pruning on Parkwood – It was noted that there are Oak trees along Parkwood Drive which appear to need pruning in order for the City's street sweepers to clear the gutter at the curb. Advanced Tree Care submitted a bid to prune the 24 trees, but after some discussion it was agreed to have Bob Kiss and Robert Kozak review the area before a decision is made to perform the work.

- Annual weed abatement (fire safety) - completed by Cozzolino. A reimbursement letter will be submitted to the City for their portion of the abatement
- 1805 Parkwood – Homeowner removed dead tree on property with City approval.
- 3400 Chris Lane – met with homeowner regarding issues with a hedge the owner wants to trim behind their property. Landscape Committee provided verbal approval to the homeowner to trim the hedge at the owner's cost.
- 3400 Westwood Court – The owner requested and received permission for Advanced Tree Care to prune association trees behind their home at the owner's cost.
- 1485 Cherrywood – After inspection by Advanced Tree Care, the Committee agreed to have ATC remove dead and broken branches behind 1485 Cherrywood.

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	Painting exterior of home in Scheme E	Pending approval
6/6/16	1645 Sugarloaf	Stucco chimney, replace original trim and color on it, repaint entire exterior of house with original color scheme (Oxford Brown trim, Bone or Navajo White stucco)	6/26 Approved – pending submittal of approval letter
5/18/16	1936 Parkwood	To replace the solid front door to a door with a glass window in the color of black mahogany.	Approval letter sent 5/25/16

- It was reported that the winner of the Outstanding Home Maintenance recognition award for 2016 is 1945 Parkwood Drive. This home and owner will be recognized by the city of San Mateo as part of their annual home maintenance recognition program.

Public Safety – It was reported that the red curb at the De Anza/Sugarloaf Drive intersection has been extended, at the request of a homeowner.

Manager's Report – Due to communication received from a concerned homeowner, the City of San Mateo has been contacted to discuss the details of the City's No Smoking Ordinance.

UNFINISHED BUSINESS

- a) **Rental Restrictions Discussion** – The Board requested owner Mitra Sadeghi to assist with the development of a proposed rental restriction amendment. Ms. Sadeghi will review a draft document prepared by the association's attorney and provide her feedback at the next meeting.

NEW BUSINESS

None

ADJOURNMENT

The next Board meeting was scheduled for July 26, 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 7:16pm.

Respectfully Submitted,

Attested by,

Deborah McGraw, CCAM
PML Management Corporation

Emile Nurisso, Secretary
Sugarloaf HOA