

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

November 22, 2016

ORDER

The meeting, 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 5:42pm. 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 Jack Albrecht and seconded by Emile Nurisso, the Minutes of the September 27, 2016, Board of Directors meeting were approved as submitted.

REPORTS

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

| | Month | YTD Actual | YTD Budget | Variance | Yearly Budget |
|----------------------------|-------|------------|----------------------|----------|---------------|
| Total Revenue | 42 | 159,697 | 158,570 | (1,127) | 158,650 |
| Total Maint. & Repairs | 4,957 | 41,238 | 46,760 | (5,522) | 56,100 |
| Total Utilities | 780 | 16,456 | 17,370 | (914) | 20,840 |
| Total Admin. Expenses | 3,232 | 37,812 | 39,230 | (1,418) | 47,080 |
| Operating sub total | 8,969 | 95,506 | 103,360 | (7,854) | |
| Total Reserve Expenses | 0 | 57,131 | 37,140 | 19,991 | 44,573 |
| Total Expenses | 8,969 | 152,637 | 140,500 | 12,137 | 168,593 |
| Total Assets | | 373,317 | | | |
| Total Liabilities | | 4,525 | | | |
| Total Fund Balances | | 368,792 | 345,284 est year end | | |

The Board reviewed an engagement letter received from Thielen & Associates to prepare the association's tax return and annual review at a cost of \$1,550. On a motion duly made by Emile Nurisso and seconded by Jack Albrecht, the Board unanimously approved the proposal from Thielen & Associates.

Bob Kiss requested approval from the Board to donate \$100 to the San Mateo United Homeowners Association for contribution to the lighting of the trees in San Mateo Central Park during the upcoming holidays. The Board unanimously approved.

Landscape Committee – report by Miles Doohar.

- *Denali tennis courts* - Based on correspondence between First Equity and PML, homeowners are encouraged to contact First Equity directly when there are issues with the usage or maintenance of the tennis courts.
- *Sugarloaf entry monument* - will be repaired and re-painted by Signature Painting when the weather permits
- *Cherrywood open space* – Based on discussion with Ray Iverson of the San Mateo Fire Department, arrangements can be made for Cal Fire to perform a general clean up of the open space areas (brush, tree limbs, etc, per defensible space requirements) at a much lower cost to the association. After some discussion, it was agreed to follow up with Cal Fire in late 2017 for the project to be completed in 2018, which is in line with the association's reserve study schedule.
- *Phase 5 large tree maintenance* – According to the tree survey report previously prepared by arborist Kevin Kielty, there are approximately 55 trees to be pruned in 2017. Bids will be requested to be completed in 2017. Bids for a new tree survey report will also be requested to be completed in 2017.
- *Sprinkler head modifications* – Jim Cozzolino will be requested to provide a bid for sprinkler head modifications to conserve water usage in association common areas.
- *Garbage on Parkwood* – Jim Cozzolino has been requested to monitor and remove garbage found on the canyon side of upper Parkwood.

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

| <u>Date Received</u> | <u>Address</u> | <u>Description of Work</u> | <u>Status</u> |
|----------------------|--------------------|---|------------------------------|
| 9/15/16 | 1525 De Anza Blvd. | To install solar panels | Approval letter sent 9/28/16 |
| 10/27/16 | 1641 Sugarloaf Dr. | To <ol style="list-style-type: none">1. Repaint the home in original Kelly Moore colors – stucco and garage door in KM Bone (27), and trim/siding in KM Loam (413)2. Replace the front fence and missing gate with a new fence and gate3. Replace the mailbox with a new locking mailbox and post | Approval letter sent 11/1/16 |

- 2016 Audit inspection – Bob Kiss reported that the Committee is in the process of reviewing the draft letters.

Public Safety – Bob Kiss stated that the next San Mateo Traffic Forum meeting with the Public Works department is scheduled for December 14, 2016.

Manager's Report – No additional information to review.

UNFINISHED BUSINESS

- a) **Rental Restrictions Discussion** – The Board agreed to have attorney Marc Bender review the draft amendment and provide a final document by November 28th in order to be included with the 2017 annual meeting packet.
- b) **2017 Budget Approval** – After review of the draft budget, a motion was made by Emile Nurisso to approve of an increase to \$750 for the annual dues payment, effective January 1, 2017. Jack Albrecht seconded the motion, which was unanimously approved.

NEW BUSINESS

- a) **Appoint Annual Election Official and Nominating Committee** – On a motion duly made by Emile Nurisso and seconded by Robert Kozak, PML Management was appointed as the election official for the upcoming 2017 annual meeting.
- b) **Review Draft Annual Meeting Packet** – The Board reviewed the draft annual meeting packet and agreed to hold the meeting at the Beresford Recreation Center on Tuesday, January 31, 2017 at 6:00pm, unless the San Mateo Senior Center is available since it has a larger meeting room. PML will determine availability of the Senior Center and update the Board. Bob Kiss notified the Board that San Mateo Mayor, David Lim, has agreed to be a guest speaker at the meeting.
- c) **Review Insurance Package** – On a motion duly made by Emile Nurisso and seconded by Robert Kozak, the Board unanimously approved to renew the association's insurance policy with Bay Area at annual premium of \$8,817.

NEW BUSINESS

None.

ADJOURNMENT

The next Board meeting was scheduled for January 31, 2017, immediately following the 2017 annual meeting, located at the Beresford Recreation Center in San Mateo. There being no further business before the Board, the Meeting was adjourned at 7:13pm.

Respectfully Submitted,

Deborah McGraw, CCAM
PML Management Corporation

Attested by,

Emile Nurisso, Secretary
Sugarloaf Homeowners Association