

## SUGARLOAF HOMEOWNERS ASSOCIATION

### Minutes of the Board of Directors Meeting

September 27, 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 5:52pm. Other Board members in attendance were Jack Albrecht, Miles Dooher, Emile Nurisso and Robert Kozak. Deborah McGraw represented PML Management Corporation.

#### OPEN FORUM

None.

#### AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. There was a discussion about the timing of the start of the meeting. Considering the traffic, it is becoming more difficult for the Board members to get to PML's office by 5:30pm. The Board discussed changing the meeting location to a place closer to the Sugarloaf community but no final decision was made.

#### APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Robert Kozak and seconded by Emile Nurisso, the Minutes of the August 23, 2016, Board of Directors meeting were approved as submitted.

#### REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	82	159,614	158,496	(1,118)	158,650
Total Maint. & Repairs	4,428	32,961	37,408	(4,447)	56,100
Total Utilities	1,885	13,209	13,896	(687)	20,840
Total Admin. Expenses	2,621	31,229	31,384	(155)	47,080
<b>Operating sub total</b>	8,934	77,399	82,688	(5,289)	
Total Reserve Expenses	1,143	57,131	29,712	27,419	44,573
Total Assets		391,586			
Total Liabilities		5,043			
Total Fund Balances		386,543	345,284 est year end		

Christina Forrest, CFO at PML, advised the Board in a recent letter that it has become a financial burden for PML to keep Sugarloaf with US Bank, since they and one other association are the only properties using their banking services. Therefore, the Board agreed to transfer the association's operating bank to Alliance Association Financial Services.

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

- Water reduction – PML was requested to contact Mike Blondino, City of San Mateo, and advise him that the association intends to reduce water consumption by discontinuing irrigation to the City's property along De Anza after the winter rains have stopped, in spring of 2017.
- Review of Cozzolino monthly report for September 2016.
- It was reported that a break occurred on the main irrigation line on Toyon Court, due to Oleander root intrusion. The cost for the repair by Cozzolino was \$920 and an excess of 39 CCF (29,172 gallons) of water used over the usual 13 CCF. PML will request an adjustment from Cal Water.
- Tree pruning in Cherrywood open space – The Landscape Committee met with San Mateo Fire Deputy Marshal Iverson and discussed having the San Mateo fire department inspect the area in order to provide the necessary scope of work for the required defensible space tree pruning. Deputy Fire Marshal Iverson responded letting the committee know that Cal Fire may be able to perform the work during their "off season" and offered to have a representative from Cal Fire contact the Committee with more information. The Landscape committee will further research this possibility of using Cal Fire rather than a landscaping contractor.

**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>
9/5/16	1913 Parkwood	To replace the windows using Andersen windows in dark bronze exterior color, with no change to the window style or arrangement.	Approval letter sent 9/20/16
8/14/16	3501 Broadview	To replace the windows using Simonton Daylight Max Series 7300 using white vinyl. No change to window style or arrangement.	Approval letter sent 9/20/16
9/12/16	1625 Toyon	To repaint the home using Color Scheme F	Approval letter sent 9/26/16

- 2016 Audit inspection – Bob Kiss provided a report to PML for processing the annual audit inspection letters.
- Sugarloaf Monument Repairs – Bob Kiss presented a proposal from Signature Painting to repair and repaint the association’s monument at a cost of \$900. Emile Nurisso made a motion to approve the proposal. Jack Albrecht seconded the motion, which was unanimously approved. Bob Kiss will advise Signature Painting to issue a formal quotation to allow the work to proceed.

**Public Safety –**

- *City of San Mateo No Smoking Ordinance* – Bob Kiss reported that he and Emile Nurisso met with a San Mateo Assistant City Attorney who indicated that the city’s No Smoking Ordinance applies directly to residences that meet the terms of the ordinance. There is no expectation that a HOA play a role in determining whether a violation has taken place or otherwise advising HOA members. Residents should approach the city if they feel a violation has occurred.
- *Wildlife* – Bob Kiss reported that there have been at least three sightings of rattlesnakes in the community over the summer months through September. He remarked that it has been reported that it is very difficult to get support from city services (e.g., police, fire, animal control) in these situations. The Public Safety committee will attempt to identify some guidance for residents who encounter rattlesnakes in the neighborhood and have it available in the coming year.

**Manager’s Report** – No additional information to review.

**UNFINISHED BUSINESS**

- a) **Rental Restrictions Discussion** – The Board reviewed and commented on the current draft of the proposed amendment. Clarification was made concerning qualifications for a “grandfathered” unit, the process of a waiting list and reasons for possible exceptions or hardship cases that would allow the number of rentals to exceed the established limitation.
- b) **2017 Draft Budget Review** – The Board reviewed another version of the draft budget and made some changes/comments. The Board requested that PML contact Denali HOA to determine the status of the tennis court wind screens since the reserve study suggests some imminent costs. PML will distribute a revised budget, after Golden Consulting has updated the reserve study based on the Board’s comments.

**NEW BUSINESS**

None.

**ADJOURNMENT**

The next Board meeting was scheduled for October 25, 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 7:41pm.

Respectfully Submitted,

Deborah McGraw, CCAM  
PML Management Corporation

Attested by,

Emile Nurisso, Secretary  
Sugarloaf Homeowners Association