

## SUGARLOAF HOMEOWNERS ASSOCIATION

### Minutes of the Board of Directors Meeting

April 25, 2017

#### CALL TO ORDER

The meeting, which was held at the office of PML Management Corporation, located at 655 Mariners Island Blvd. #301, in San Mateo, was called to order by President Bob Kiss at 5:37pm. Other Board members in attendance were Jack Albrecht, Miles Dooher and Emile Nurisso. Board member Mitra Sadeghi 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. The May Board meeting was rescheduled to Tuesday, May 30, due to member unavailability.

#### APPROVAL OF PREVIOUS MEETING MINUTES

The Board requested PML obtain clarification of wording in the March 28, 2017 Board meeting minutes regarding the election results, before they are approved at the next board meeting.

#### EXECUTIVE SESSION DISCLOSURE

It was noted that the Board of Directors met in Executive Session on March 28, 2017 to review delinquent owner accounts. On a motion duly made by Mile Dooher and seconded by Emile Nurisso, the Minutes of the March 28, 2017 Board of Directors Executive Session were unanimously approved.

#### REPORTS

**Treasurer** - The Board reviewed the March 2017 financial statement as follows:

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	270	170,931	169,615	(1,316)	169,961
Total Maint. & Repairs	2,450	7,688	16,080	(8,392)	64,300
Total Utilities	762	2,202	5,496	(3,294)	21,980
Total Admin. Expenses	6,375	14,192	12,066	2,126	48,260
<b>Operating sub total</b>	9,586	24,081	33,642	(9,561)	
Total Reserve Expenses	0	0	3,519	(3,519)	14,074
<b>Total Expenses</b>	9,586	24,081	37,161	(13,080)	168,593
Total Assets		501,308			
Total Liabilities		4,090			
Total Fund Balances		497,218	371,061 est year end		

Jack Albrecht asked PML to clarify whether the Audit is required to be mailed to all owners, or if it could be posted to the association's website instead as a cost saving measure.

**Landscape Committee** –Miles Dooher reported as follows:

- Phase 5 large tree pruning project – The Board reviewed bids from Loral, Arborwell and Advanced Tree Care. On a motion duly made by Miles Dooher and seconded by Jack Albrecht, the Board unanimously approved of Advanced Tree Care at a cost of \$22,945 (which excludes the cost of permits for tree removals).
- Updated Large Tree Health Survey – The Board reviewed bids from Arborwell and Tree Management Experts to update the HOA common area large tree survey, which had last been updated approximately five years ago. Prior to making a decision, the Board requested to review a sample report from Tree Management Experts.

- Sugarloaf Drive – Cal Water has confirmed that they will have West Valley (their contractor) repair the staining of the street that resulted from the work done to repair a problem with Cal Water delivery plumbing.
- The Committee met with the San Mateo City Park & Landscape Manager, Mike Blondino, regarding irrigation of the City's property along De Anza near Laurelwood Park. Mr. Blondino concluded that the area need not continue to be watered, and agreed with shutting off the water to this area.
- The annual inspection/certification of the association's twelve (12) irrigation Backflow devices will be performed by Jim Cozzolino.
- The Committee approved for Loral to remove 3 dead trees on HOA common space near 3401 Leafwood and 1801 Parkwood, at a cost of \$1,624.
- A courtesy adjustment has been requested from Cal Water for a mainline irrigation break behind 1525 De Anza, which has been repaired.
- Craig of Signature Painting has confirmed they have scheduled the painting (and minor repair) project of the Sugarloaf Sign at the corner of De Anza and Parkwood for the first week of May, weather permitting.
- The Committee will work with Fast Signs to replace faded Visitor Parking signs.

**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>
4/3/17	1936 Parkwood	To replace windows using Anderson windows in exterior color dark bronze	Approval letter to be sent by 4/28

The Board reviewed a report of landscape violations (inadequate landscaping, weeds, etc.) and it was noted that the 2017 Exterior Audit is scheduled for June 4, 2017.

**Public Safety** – Bob Kiss reiterated the need for residents to be very careful of rattlesnakes this time of year.

**Manager's Report** – The Board reviewed the April site inspection report.

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

- a) PML Management Contract Renewal – A draft contract was provided to the Board for review. Discussion was tabled to the May Board meeting.
- b) Election of Board Officers – The Board tabled the appointment of officers until the next meeting when all Board members are present.
- c) Bob Kiss announced the annual San Mateo United Homeowners Association (SMUHA) Home Maintenance Award for 2017 – The Board reviewed a list of homes previously nominated for the Home Maintenance Award in prior years. A winner will be announced at the next Board meeting after the Board considers any additional nominations.

## **ADJOURNMENT**

The next Board meeting was scheduled for May 30, 2017, at the office of PML Management in San Mateo at 5:30pm. There being no further business before the Board, the Meeting was adjourned at 6:49pm.

Respectfully Submitted,

Attested by,

Deborah McGraw, CCAM  
PML Management Corporation

Emile Nurisso, Secretary  
Sugarloaf Homeowners Association