

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

January 31, 2017

ORDER

The meeting, which was held at the Beresford Recreation Center, located at 2720 Alameda de las Pulgas, in San Mateo, was called to order by President Bob Kiss at 7:45pm. Other Board members in attendance were Jack Albrecht, Miles Dooher, and Emile Nurisso. Deborah McGraw represented PML Management Corporation.

OPEN FORUM

None.

AGENDA & CALENDAR REVIEW

The Board reviewed the Agenda and Calendar. It was agreed to cancel the February meeting, and hold the March meeting on 3/28/17 to count returned ballots and complete the election process at that meeting.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Emile Nurisso and seconded by Jack Albrecht, the Minutes of the November 22, 2016, Board of Directors meeting were approved as submitted.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	78	159,840	158,650	(1,190)	158,650
Total Maint. & Repairs	3,300	46,943	56,100	(9,157)	56,100
Total Utilities	712	18,059	20,840	(2,781)	20,840
Total Admin. Expenses	5,752	48,924	47,080	1,844	47,080
Operating sub total	9,763	113,925	124,020	(10,095)	
Total Reserve Expenses	0	57,131	44,573	12,558	44,573
Total Expenses	9,763	171,056	168,593	2,463	168,593
Total Assets		417,916			
Total Liabilities		67,400			
Total Fund Balances		350,516	345,284 est year end		

PML stated that fees will be added to the delinquent owner accounts and the delinquency letters generated and mailed no later than 2/17/17.

Landscape Committee – Miles Dooher reported:

Bid requests for Phase 5 pruning and a separate bid requests for new tree study will be sent in the next month.

The Committee reviewed an issue regarding a tree in the landscape maintenance easement located on

the owner's property at 1932 Parkwood Drive.

Cozzolino will remove the non-functioning drainage pipes on association property behind 1912 Parkwood Drive.

Architectural Committee – It was noted that the following architectural approvals were granted by the Committee since the last board meeting:

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
1/21/17	1932 Parkwood	To replace the exterior fence and shed	Approval letter sent 1/31/17
1/18/17	1661 Sugarloaf	To replace the front door	Approval letter sent 1/26/17
1/3/17	1609 Toyon	To replace windows	Approval letter sent 1/26/17
12/8/16	3408 Douglas	to replace the property line fence (with 3404 Douglas)	Approval letter sent 12/8/16
12/8/16	3404 Douglas	to replace the property line fence (with 3408 Douglas)	Approval letter sent 12/8/16

- 2016 Audit inspection – Draft letters have been provided to the Committee for review.

Public Safety – No report.

Manager's Report – No additional information to review.

UNFINISHED BUSINESS

- a) **Annual Election Process Implementation** – The candidates confirmed to be included on the annual election ballot were Emile Nurisso, Mitra Sadhegi, and Tom Werbe.

NEW BUSINESS

None

ADJOURNMENT

The next Board meeting was scheduled for March 28, 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 into a brief Executive Session to discuss a homeowner dues account at 8:10pm.

Respectfully Submitted,

Attested by,

Deborah McGraw, CCAM
PML Management Corporation

Emile Nurisso, Secretary
Sugarloaf Homeowners Association