

**SUGARLOAF HOMEOWNERS ASSOCIATION**  
Minutes of the Board of Directors Meeting  
June 27, 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 5:31pm. Other Board members in attendance were Jack Albrecht, Miles Dooher and Mitra Sadeghi. Director Emile Nurisso was absent. Deborah McGraw represented PML Management Corporation.

**OPEN FORUM**

None.

**AGENDA & CALENDAR REVIEW**

The Board reviewed the Agenda and Calendar.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made by Miles Dooher and seconded by Mitra Sadeghi, the minutes of the May 30, 2017 Board of Directors meetings were approved as corrected.

**EXECUTIVE SESSION DISCLOSURE**

The Board met in Executive Session on May 30, 2017, to discuss a violation hearing.

**REPORTS**

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	159	171,007	169,691	(1,316)	169,961
Total Maint. & Repairs	4,101	16,153	26,800	(10,647)	64,300
Total Utilities	1,290	5,444	9,160	(3,716)	21,980
Total Admin. Expenses	3,334	21,710	20,110	1,600	48,260
<b>Operating sub total</b>	8,725	43,307	56,070	(12,763)	
Total Reserve Expenses	773	773	5,865	(5,092)	14,074
<b>Total Expenses</b>	9,498	44,080	61,935	(17,855)	168,593
Total Assets		479,220			
Total Liabilities		1,925			
Total Fund Balances		477,295	371,061 est year end		

On a motion duly made by Jack Albrecht and seconded by Mitra Sadeghi, the Board unanimously approved to transfer \$50,000 from operating to the reserve money market bank account.

**Landscape Committee** – report by Miles Dooher.

- The annual weed abatement project is scheduled for completion by 6/30/17 with an inspection by fire inspector, Melinda Martin, on 7/6/17. Miles requested to have Loral remove four dead/dying trees in the association's common area before the inspection with the fire department.

- Phase 5 tree pruning project- Advanced Tree Care has scheduled the project for the week of July 24-28, 2017.
- 5-year tree report – Authorization sent to Tree Management Experts to proceed after 8/7/17 with the new tree survey and 5-year plan going forward.
- Three (3) backflow devices were replaced by Prestige Plumbing at a cost of \$4,245 which is 19.5% lower than the bid of \$5,073 from Caccia Plumbing.
- 1661 Sugarloaf Drive – It was agreed to have Advanced Tree Care prune an association Oak tree away from the back deck of this home during the Phase 5 tree work in late July.
- The Board discussed a concern that the owner at 3400 Allison believes the land adjacent to De Anza Blvd. is maintained by the association's landscaper, since the area appears to be constantly over watered. PML will contact Cozzolino to confirm if the association's irrigation is installed in this area.

**Architectural Committee** – It was reported that there have not been any architectural approvals granted by the committee since the last board meeting. Bob Kiss reported that the 2017 Audit inspection was completed and that the committee prepared the draft violation letters which will be submitted to PML to finalize owner information and distribute the letters.

**Public Safety** – A homeowner reported a burglary occurred at their home on De Anza on May 9, 2017.

**Manager's Report** – The May site inspection report was reviewed and compared against the results from the 2017 Audit inspection.

#### **UNFINISHED BUSINESS**

- a) PML Contract Renewal – After minor changes were confirmed, the Board reviewed and approved of the PML Management renewal contract.
- b) Next Steps on Rental Restriction Proposal – The Board discussed improving methods of communicating with the association's homeowners to explain the purpose and desire to pass a rental restriction amendment. The Board will continue to consider final language for the amendment, with a tentative plan to call for a vote prior to the end of 2017.

#### **NEW BUSINESS**

None

#### **ADJOURNMENT**

The next Board meeting was tentatively scheduled for July 25, 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 6:58pm.

Respectfully Submitted,

Deborah McGraw, CCAM-PM.CI  
PML Management Corporation

Attested by,

Emile Nurisso, Secretary  
Sugarloaf Homeowners Association