

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

November 21, 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 at 5:38pm. Board members present were Jack Albrecht, Bob Kiss, Miles Dooher, Emile Nurisso and Mitra Sadeghi. 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 December Board meeting, due to lack of quorum.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made by Emile Nurisso and seconded by Mitra Sedeghi, the Minutes of the 9/26/17 Board of Directors meetings were approved as corrected.

EXECUTIVE SESSION DISCLOSURE

The Board met in Executive Session on 9/26/17 to discuss legal issues regarding to a property line fence and drainage.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	150	171,754	169,881	(1,873)	169,961
Total Maint. & Repairs	25,345	64,081	53,600	10,481	64,300
Total Utilities	1,327	14,355	18,320	(3,965)	21,980
Total Admin. Expenses	2,991	43,703	40,220	3,483	48,260
Operating sub total	29,663	122,139	112,140	9,999	
Total Reserve Expenses	560	12,558	11,730	828	14,074
Total Expenses	30,223	134,697	123,870	10,827	168,593
Total Assets		389,626			
Total Liabilities		2,200			
Total Fund Balances		387,426	371,061 est year end		

Landscape Committee – report by Miles Dooher.

- Phase 5 tree pruning project- Completed by Advanced Tree Care.
- Cherrywood Open Space (behind 1479 Cherrywood) tree pruning completed by Advanced Tree Care.
- 5-year tree report – The Board reviewed bids from Arborwell, Advanced Tree Care and Loral to remove 12 trees and prune 2, based on the report prepared by Tree Management Experts. After some discussion, a motion was made by Miles Dooher to approve of the proposal from Advanced Tree Care. Emile Nurisso seconded the motion, which was unanimously approved.
- Loral removed a dead Oak tree behind the visitor parking on Douglas Court at \$1,200 (prior approval obtained from Miles Dooher)
- Miles reported that he met with Fire Inspector Melinda Martin to discuss the fire department's regulations for the upcoming 5-year defensible fire space pruning requirements.

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

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
9/30/17	1909 Parkwood	To repaint home in color scheme F	Approval letter sent 10/11/17
8/20/17	1913 Parkwood	To replace the fence between 1913 and 1909 Parkwood	Approval letter sent 10/11/17
10/25/17	1949 Parkwood	To install a TV satellite dish	Approval letter sent 10/28/17
9/25/17	1653 De Anza	To repaint and repair the rotted chimney wood. Paint color is: Stucco and garage door in Kelly Moore #27 Bone, Wood panels in KM5SIM Camel Tan, Trim in Kelly Moore #201 El Dorado Tan. The front door will be painted in New London Burgundy.	Approval letter sent 9/29/17
10/18/17	1641 Toyon	To repaint the home in color scheme D, and install paver stones for the driveway and pathway to front door.	Approval letter sent 11/17/17
11/2/17	3404 Oakhill	To install an air conditioning unit	Approval letter sent 11/17/17

Public Safety – Considering the recent and devastating fires in Santa Rosa, Bob Kiss reported that the San Mateo Fire Department has agreed to perform a walkthrough of the association’s property with Landscape Committee to review recommendations for additional fire safety.

Manager’s Report – PML was requested to review the recent repair their maintenance department completed on the barrier at the end of Leafwood, since the Board feels the job was not properly completed.

UNFINISHED BUSINESS

- a) Approval of Draft Rental Restriction Amendment Proposal – The Board reviewed the draft amendment as prepared by Mitra Sadeghi. After review and discussion, it was agreed to have attorney Alex Noland review the amendment prior to the ballot packet distribution.
- b) Approval of 2018 Budget – After review of the draft, as prepared by PML, a motion was made by Miles Dooher to approve of the budget with no increase in the annual dues. Emile Nurisso seconded the motion, which was unanimously approved.

NEW BUSINESS

- a) Appoint Annual Meeting Election Official & Nominating Committee – It was confirmed that the Board positions held by Miles Dooher, Jack Albrecht and Bob Kiss are up for re-election at the 2018 Annual Meeting. PML will make arrangements for the meeting to be held at the San Mateo Senior Center, considering there will be a presentation provided by the San Mateo Fire Department. On a motion duly made by Miles Dooher and seconded by Emile Nurisso, PML Management was appointed as the association’s election official and the Board of Directors was appointed as the Nominating Committee.

CORRESPONDENCE REVIEW

The Board reviewed information provided from an owner stating that Cal Water has renovated their security fence at the end of Broadview Court.

ADJOURNMENT

The next Board meeting was scheduled for January 23, 2018, immediately following the Annual Meeting of Members, at the San Mateo Senior Center starting at 6:00pm. There being no further business before the Board, the Meeting was adjourned into Executive Session to discuss a legal issue at 7:20pm.

Respectfully Submitted,

Attested by,

Deborah McGraw, CCAM-PM-HR.CI
PML Management Corporation

Emile Nurisso, Secretary
Sugarloaf Homeowners Association