

SUGARLOAF HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
August 24, 2021

CALL TO ORDER

The Aug 24, 2021, open Board meeting, held via Zoom, was called to order at 5:31 PM. Board members present were Bob Kiss, Robina Ramm, Zaven Khachadourian, Ann Powers and Mitra Sadeghi. Joseph D'Agostino represented PML Management.

OPEN FORUM

- No items discussed at Open Forum.

AGENDA/CALENDAR REVIEW

The Board reviewed the annual calendar. It was confirmed that the next Board Meeting will be held on September 28, 2021, at 5:30pm. Post-meeting note: The September Board meeting was subsequently cancelled due to several Board members being unavailable on 9/28.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the July 27, 2021, Board of Directors Open Meeting minutes were unanimously approved as submitted.

REPORTS

Financial Statement Review - The Board reviewed the July 31, 2021, financial statement:

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	113	171,051	170,782	269	171,691
Total Maint. & Repairs	13,635	37,523	45,738	(8,215)	78,410
Total Utilities	2,857	15,140	12,271	(2,869)	21,030
Total Admin. Expenses	3,434	30,310	28,021	(2,289)	48,040
Operating sub total	16,966	82,973	86,030	(3,057)	
Total Reserve Expenses	8,553	9,683	32,781	23,097	56,190
Total Expenses	28,519	92,957	118,811	26,154	203,670
Total Assets		452,560			(31,979)
Total Liabilities		9,860			
Total Fund Balances		442,700	287,680	87% Est yr. end Bal	

Board Treasurer, Robina Ramm reported that the Association was on budget for the year. Future dues were discussed, along with continued discussion about the possibility of placing more funds in CDs. Both these items will be discussed as the Board works through the 2022 Budget process.

Landscape Committee –

- Large tree trimming project is slated to start on August 30, 2021, by Loral Landscaping. Project will take approximately 7 days to complete the tree trimming.

SUGARLOAF HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
August 24, 2021

- Landscape Committee Chair, Zaven Khachadourian requested that PML make contact with Mike Bergstrom from Loral Tree Care so Zaven can meet with Mike and show him some locations of some additional dead and fallen trees desired to be removed during the large tree trimming project.
- Review and discussion on where Sugarloaf property lines end and the City of San Mateo property line begins. Board and HOA members are referred to the property maps posted on the Sugarloaf website.
- It was requested that PML Maintenance schedule to pick up trash in common areas around the property.

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

<u>Date Received</u>	<u>Address</u>	<u>Description of Work</u>	<u>Status</u>
07/15/2021	1653 Toyon Court	Installation of Solar Panels	Approved 08/15/2021
08/07/2021	1912 Parkwood Drive	Replace Skylight	Approved 08/15/2021

It was also reported that the replacements for the missing and faded fire lane signs are in the process of being made.

Public Safety / Traffic Safety Committee –

- It was reported that during the walkthrough with the Fire Department it was noted that behind 1525 De Anza Blvd. there is a wooden structure with a zip line and tire swing, and that these appear to be located in HOA common area. Board President, Bob Kiss, did reach out to the homeowner to discuss this issue, but the homeowner did not commit to removal of the structure. It was requested that PML send out a formal letter to the homeowner, referencing the CC&R's as to why this is a violation, requiring this structure to be removed.

Manager's Report –

Letter from 2020 requesting reimbursement from the city of San Mateo for weed abatement work completed was reviewed for reference. It was requested that PML update the letter for the 2021 weed abatement. Board President, Bob Kiss, confirmed that the contact at the City of San Mateo to send the letter for reimbursement to be identified in the fire break inspection report provided to PML.

It was requested that PML follow up on the rental list and confirm which homes are being rented at this time.

UNFINISHED BUSINESS

- Private Lane Condition Review – PML presented a revised TARC proposal removing Toyon and Parkwood Courts (public streets) from the proposal. Pending additional proposal from American Asphalt.
- San Mateo ADU Order/Review draft HOA Input – The Board reviewed the letter drafted by Bob Kiss to be sent to the San Mateo City Council, regarding this matter. The Board unanimously endorsed sending the letter.

SUGARLOAF HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
August 24, 2021

- Final inspection for weed abatement has been completed. As mentioned under Manager's Report, PML was requested to send the reimbursement request letter to the city.

NEW BUSINESS

- a. PML Proposal for curb address number painting – PML Maintenance counted approximately 157 address numbers that need to be painted. Total cost would be \$40.00 per address for a total of \$6,280. On a motion duly made and seconded and passed by unanimous vote, the Board approved PML maintenance to paint the address numbers on the curbs for \$40.00 per location.
- b. Draft 2022 Budget – PML noted they would prepare an updated draft of the 2022 budget to include the July financial information and send over to the Board for review. Discussion took place on ensuring funding in reserves for any future slope erosion work is appropriate. This topic will be concluded as part of the ongoing budget review process.

CORRESPONDENCE REVIEW

Audit letters sent

ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned at 7:11pm. The next Open meeting of the membership will be held on September 28, 2021, 5:30pm, and will be held TBD.

Respectfully Submitted,

Attested by,

Joseph D'Agostino, CACM
PML Management Corporation

Zaven Khachadourian, Secretary
Sugarloaf HOA