

SUGARLOAF HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
April 26, 2022

CALL TO ORDER

The April 26, 2022, open Board meeting, held at the San Mateo Senior Center located at 2645 Alameda de las Pulgas, was called to order at 5:35PM. Board members present were Bob Kiss, Ann Powers, Mitra Sadeghi, and Zaven Khachadourian. Board Member Robina Ramm was absent. Joseph D'Agostino represented PML Management.

OPEN FORUM

- No homeowners present

AGENDA/CALENDAR REVIEW

The Board reviewed the annual calendar. It was confirmed that the next Board Meeting will be held on May 24, 2022, at 5:30pm.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the March 22, 2022, Board of Directors Open Meeting minutes were unanimously approved as submitted.

REPORTS

Financial Statement Review - The Board reviewed the March 31, 2022, financial statement

Total Revenue	61	180,033	180,929	104	181,323
Total Maint. & Repairs	83	13,146	18,330	(5,184)	73,310
Total Utilities	2,046	4,829	7,641	(2,812)	30,570
Total Admin. Expenses	7,085	14,625	14,271	354	57,080
Operating sub total	9,214	32,600	40,242	(7,643)	
Total Reserve Expenses	0	2,394	3,696	1,302	22,174
Total Expenses	9,214	34,994	45,786	(10,793)	183,134
Total Assets		485,702			
Total Liabilities		8,775			
Total Fund Balances		476,927	331,997	78% Est yr. end Bal	

Board Treasurer, Robina Ramm was absent. It was reported that the 2022 taxes have been completed and signed. Board President, Bob Kiss, noted that the Association is under budget for the current fiscal year in operating and reserves.

PML sent out a courtesy letter to those homes whose 2022 dues have still not been paid.

One homeowner requested to have their late fee of \$80.00 waived. After some discussion the Board noted that they do not waive late fees without extenuating circumstances, and that although the dues are due on January 1st late and late after February 15, fees are not applied until April. This gives homeowners plenty of time to avoid the late fee.

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Landscape Committee –

Proposals from Loral Tree Care as follows:

- Removal of dead trees near 3421 Westwood and 1467 Cherrywood for \$15,600.00
Additional tree removal between Chris Court and 1491 Cherrywood for \$4,968.00
- It was noted that the Board is meeting with Arborwell and Davey Tree to get additional proposals for this large tree work.
- It was requested that PML get a proposal from Tree Management Experts to inspect all the trees in our arborist inventory and prepare an updated 5-year tree care plan.
- It was requested that PML generate and send out a RFP for the 2022 large tree maintenance work from the current 5-year tree care plan.
- Concern regarding a large Oak Tree near 1858 Parkwood that is damaging the concrete. The concern is the tree is located near a retaining wall and could eventually lead to damage to that wall. The Landscape Committee and Board will take a look at this tree.
- 3513 Broadview tree numbers 47 and 48 are on the list to be trimmed this year as part of the 2022 plan. This information in response to inquiry from homeowner.

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>
04/10/22	1673 Toyon Court	Window Replacement	Approved 04/14/22

Public Safety / Traffic Safety Committee –

- No updates regarding the Traffic Action Plan regarding speed on De Anza. The Board discussed the problem of residents allowing dogs to run around off leash, in violation of both San Mateo city ordinances and the HOA CC&Rs. The Board indicated that violation notices will be sent if the homeowners in violation are identified.

Manager's Report –

- It was reported that the painting of the street address numbers has been completed.
- Joe D'Agostino reported that PML will be moving its office to a new location near the Trader Joe's market in San Mateo near 101/92. Timing details to follow.

UNFINISHED BUSINESS

- Election Process Status Check – It was confirmed that a quorum of the members (115) had been reached. The appointed Election Officials opened and counted the ballots with the final tally being:

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For Board of Directors –

Bob Kiss, 122 Votes

Zaven Khachadourian, 115 Votes

Christine Sommers, 102 Votes

The three individuals above were elected to two-year terms on the Board.

Tax reduction resolution - 119 Yes Votes, 0 No votes and one abstention. The tax reduction resolution was passed.

- Governing Document Update Process Continuation – It was reported that the firm contracted for this project has indicated the first draft of the revised Governing Documents will be provided to the Board by July 19, 2022.

NEW BUSINESS

None

CORRESPONDENCE REVIEW

None

ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned into at 6:35 pm. The next Open meeting of the membership will be held on May 24, 2022, 5:30pm, at the San Mateo Senior Center located at 2645 Alameda de las Pulgas.

Respectfully Submitted,

Attested by,

Joseph D'Agostino, CACM
PML Management Corporation

Zaven Khachadourian, Secretary
Sugarloaf HOA