

**SUGARLOAF HOMEOWNERS ASSOCIATION**  
Minutes of the Board of Directors Meeting  
August 23, 2022

**CALL TO ORDER**

- The August 23, 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, Mitra Sadeghi, Christine Sommers and Zaven Khachadourian. Board Member Ann Powers was absent. Joseph D'Agostino represented PML Management.

**OPEN FORUM**

- No owners present for open forum.

**AGENDA/CALENDAR REVIEW**

The Board reviewed the annual calendar. It was confirmed that the next Board Meeting will be held on September 27, 2022, at 5:30pm.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made and seconded, the July 26, 2022, Board of Directors Open Meeting minutes were unanimously approved as submitted.

**REPORTS**

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	192	181,895	181,101	794	181,323
Total Maint. & Repairs	12,300	34,336	42,770	(8,434)	73,310
Total Utilities	2,374	12,147	17,829	(5,682)	30,570
Total Admin. Expenses	12,689	39,626	33,299	3,327	57,080
<b>Operating sub total</b>	27,363	96,109	93,898	(7,789)	
Total Reserve Expenses	(4,725)	6,839	13,989	(7,097)	22,174
<b>Total Expenses</b>	22,638	92,948	107,834	(14,886)	183,134
Total Assets		430,635			
Total Liabilities		10,800			
Total Fund Balances		419,835	331,997	78% Est yr. end Bal	

It was noted that the Association is under budget for the fiscal year. It was requested that since PML had to Zoom in for the meeting that the batch of checks needing signature be dropped off at Bob Kiss' home.

**Landscape Committee** – The following was reported:

- Estimate for large tree trimming in 2022:  
Loral Landscape: \$4,770.00  
Davey Tree: Pruning \$7,950 Removals, \$3,500.00  
On a motion duly made and seconded and passed by unanimous vote, the Board approved Davey Tree to perform the tree trimming work needed in 2022, total cost is

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\$11,450.00. It was noted that the proposed scope of work by Davey Tree was more in line with what the HOA wanted to have accomplished, and that was the basis of the decision to accept the Davey Tree proposal.

- Fence located at 1491 Cherrywood was damaged by a fallen tree located on Sugarloaf property. Proposal from All Fence for \$850.00 to repair this fence. On a motion duly made and seconded and passed by unanimous vote, the Board approved this expense. It was requested that PML contact the owners of 1491 Cherrywood and let them know they can complete the work and send the invoice to PML to be reimbursed.
- PML needs to reach out to Tree Management Experts and find out where they are in the process of putting together a proposal to prepare an updated five-year tree maintenance plan.
- Fire Marshal, Melinda Martin, performed an inspection after the defensible space brush trimming was completed. The inspection was on Thursday July 28, 2022, at 10am. The FD has signed off with only a few minor comments. Oak Trees and their surroundings in the HOA space behind 1400 De Anza were assessed during the Fire Marshal's inspection, and no work was indicated to be needed. It was requested that PML reach out to the owner and let them know.
- It was reported that the landscape drains on the private lanes along the hilly section of De Anza were inspected by Cozzolino Landscape. It was noted that there is one drain located behind 3401 Chris Lane that needs to be investigated. PML was requested to reach out to their plumbing repair firm previously used with exterior drains and see their assistance.

**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>
08/09/22	3404 Chris Lane	Exterior Fencing	Approved 08/11/22
07/22/22	1657 Toyon Court	Roof Replacement	Approved 07/26/22
07/24/22	1661 Toyon Court	Roof Replacement	Approved 07/26/22
08/19/22	1945 Parkwood Drive	Replace Deck Surface	Approved 08/21/22
08/20/22	3409 Westwood Court	Replacement of Windows	Approved 08/21/22

**Public Safety / Traffic Safety Committee** –

- Dogs not being on leash, letters have been sent by PML to those identified owners. Unleashed dogs on city streets or HOA property are not allowed per municipal code and the HOA's CC&Rs.
- National Night Out was on August 2, 2022. There was a block party pot luck dinner held at the Broadview / Parkwood circle area. The gathering was registered with the city, and there were visitors from the SMPD and the City Manager's office.

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***Manager's Report –***

- PML has ordered the replacement “no parking, fire lane signs”. The ones we received were one sided, so we had to re-order. Should be in next week and installed.
- It was requested that PML send out an updated homeowner roster and updated rental list to the Board, per the calendar schedule and contract.
- PML to start working on an action list and tracking presented by the Board.

**UNFINISHED BUSINESS**

- Governing Document Round 1 Review – The Board discussed the updated By-Laws review comments and updated the list of proposed changes to send to Attorney, Alex Noland. The By-Laws review is now completed, and the Board will start working on the updated CC&R review.
- PML Performance Feedback, continued – Due to finding a new office and starting the move after 31 years in the same building, PML has not had a chance to reply to the feedback items submitted by the Board. PML will be committed to completing this next week when our move is completed. Apologize for the delay.

**NEW BUSINESS**

- Draft Budget for 2023, Presented by PML – Pending review of the 2022 budget.

**CORRESPONDENCE REVIEW**

There was a communication to the Board asking about the possibility of converting one or both of the Denali tennis courts to Pickle Ball courts. The Board responded to that owner in clarifying that the courts are owned and operated by Denali HOA. The homeowner inquired about the possibility of conducting a survey to assess the level of interest in Pickle Ball within the Sugarloaf HOA. The Board responded with feedback regarding a potential survey.

**ADJOURNMENT**

There being no further business before the Board, the Meeting was adjourned at 6:47 pm. The next Open meeting of the Board will be held on August 23, 2022, 5:30pm, at the San Mateo Senior Center located at 2645 Alameda de las Pulgas.

Respectfully Submitted,

Attested by,

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Joseph D'Agostino, CACM  
PML Management Corporation

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Zaven Khachadourian, Secretary  
Sugarloaf HOA