

SUGARLOAF HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 February 22, 2022

CALL TO ORDER

The February 22, 2022, open Board meeting, held via Zoom, was called to order at 5:35PM. Board members present were Bob Kiss, Robina Ramm, Ann Powers and Mitra Sadeghi. Board Member Zaven Khachadourian was absent. Joseph D'Agostino represented PML Management. Homeowner and Board candidate, Christine Sommers was also present.

OPEN FORUM

- No items discussed at this time.

AGENDA/CALENDAR REVIEW

The Board reviewed the annual calendar. It was confirmed that the next Board Meeting will be held on March 22, 2022, at 5:30pm. Location TBD based on assessment of whether the San Mateo Seniors Center will be available for in-person meetings by then (Mitra).

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the January 25, 2022, Board of Directors Open Meeting minutes were unanimously approved as submitted.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	180,909	180,909	180,843	66	181,323
Total Maint. & Repairs	2,400	2,400	6,110	(3,710)	73,310
Total Utilities	1,352	1,352	2,547	(1,195)	30,570
Total Admin. Expenses	3,195	3,195	4,757	(1,561)	57,080
Operating sub total	6,947	6,947	13,414	(6,475)	
Total Reserve Expenses	4,725	4,725	1,848	2,877	22,174
Total Expenses	11,672	11,672	15,262	(3,590)	183,134
Total Assets		507,299			
Total Liabilities		7,175			
Total Fund Balances		500,124	331,997	78% Est yr. end Bal	

Board Treasurer, Robina Ramm reported that the fiscal year just started in January, and all is within budget at this time.

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 February 22, 2022

Landscape Committee –

- There is a dead tree behind homes on the 92 side of Broadview that Cozzolino was contacted to come out and remove it but has yet to do so. PML will reach out to Cozzolino and request this be removed.
- It was reported that Loral Tree Care had provided a proposal to remove a large tree that was located behind homes on the canyon side of Broadview, but that the proposal included grinding stumps, which is not desired and is extra cost. PML was requested to have Loral update the proposal without stump grinding.
- Cozzolino has tested the common area drains behind homes on the private lanes along De Anza Blvd. and all were clear with the exception of one. Awaiting further details from Cozzolino on which drain requires further investigation.
- It was noted that invoices have been sent regarding re-payment of the hillside inspection to the two owners who are sharing in that cost with the Association.

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>
2/5/22	1933 Parkwood Drive.	Roof Replacement	Approved 2/18/22

- The Committee also reported that a letter was sent to the San Mateo City Council requesting that they do not go beyond the State of California requirements regarding the relaxation of rules governing the building of Accessory Dwelling Units (ADUs) in San Mateo. The Council is considering possibly increasing the allowed height of these structures from 16ft to 20-24ft in height for an 800 sq ft building. The Association recommended the city not go beyond the State requirements of allowing up to 16ft height. In other words, not make a bad situation (relaxed rules for ADU construction) even worse.

Public Safety / Traffic Safety Committee –

- There are no updates from the Department of Public Works on the installation of speed cushions on De Anza Blvd.

Manager’s Report –

- It was requested that PML reach out to American Asphalt regarding the clean up from the work done late last year which has still not been completed.

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UNFINISHED BUSINESS

- Election Process Status Check – As of today PML reported that they have received 53 ballots received. 51 signed and 2 not signed. It was requested that PML reach out to the two owners who did not sign their ballot. It was also requested that PML send an update to the Board in two weeks on how many ballots have been received.
- PML Maintenance completing the painting of house numbers on lower De Anza (from 1929 downward to 1400) – This project will be completed on March 3rd.

NEW BUSINESS

- a. Governing Document Update Process Plan – The Board reviewed a worksheet, prepared by Board President, Bob Kiss, with the initial responses from each Board member (and Christine Sommers) to questions from Attorney, Alex Noland, about revising the governing Documents. Updates were made to the sheet. Since Zaven was absent from the meeting, a set of consolidated final responses will be completed by the next Board meeting for transmission to Noland.

CORRESPONDENCE REVIEW

ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned into Executive Session at 7:10 pm. The next Open meeting of the membership will be held on March 22, 2022, 5:30pm, location TBD.

Respectfully Submitted,

Attested by,

Joseph D'Agostino, CACM
PML Management Corporation

Zaven Khachadourian, Secretary
Sugarloaf HOA