

**SUGARLOAF HOMEOWNERS ASSOCIATION**  
Minutes of the Board of Directors Meeting  
January 25, 2022

**CALL TO ORDER**

The January 25, 2022, open Board meeting, held via Zoom, was called to order at 7:30PM. Board members present were Bob Kiss, Robina Ramm, Zaven Khachadourian, Ann Powers and Mitra Sadeghi. 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 February 22, 2022 at 5:30pm. It was requested that PML send out the Annual Meeting Packet by no later than Feb 4, 2022.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made and seconded, the November 23, 2021, Board of Directors Open Meeting minutes were unanimously approved as submitted.

**REPORTS**

**Financial Statement Review** - The Board reviewed the December 31, 2021, (Subject to Review) financial statement:

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	61	171,615	171,690	(75)	171,691
Total Maint. & Repairs	3,875	61,487	78,410	(16,923)	78,410
Total Utilities	1,205	24,812	21,030	3,782	21,030
Total Admin. Expenses	5,662	50,238	48,040	2,198	48,040
<b>Operating sub total</b>	10,742	136,537	147,480	(10,943)	
Total Reserve Expenses	39,547	68,395	56,190	12,205	56,190
<b>Total Expenses</b>	50,289	204,932	203,670	1,262	203,670
Total Assets		420,562			(31,979)
Total Liabilities		89,675			
Total Fund Balances		364,306	287,680	87% Est yr. end Bal	

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***Landscape Committee –***

- It was requested that PML send over the current (August 2017) tree survey report to the Board. As this is a five-year plan, it will need to be updated during 2022.

***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>
1/25/22	1541 De Anza Blvd.	Roof Replacement	Approved 1/27/22

An update on the exterior architectural audit letters sent earlier this year was discussed and the following was requested:

- 3413 Parkwood – These owners could not attend the meeting to discuss. In offline communication, they agreed to paint two window frames in the front of their home.
- 1662 De Anza –Lack of landscaping at this address was discussed. It was decided that the Board would address this matter next year.

***Public Safety / Traffic Safety Committee –***

- It was reported that there has been no progress from the Department of Public Works (DPW) on any additional speed reduction measures on De Anza Blvd. DPW has stated that they are soliciting feedback from the Laurelwood HOA homeowners who live on Parkwood north of De Anza. The Sugarloaf HOA will continue to monitor progress by DPW on this topic.

***Manager's Report –***

- No Report

**UNFINISHED BUSINESS**

- Final 2022 Budget Review – It was noted that the 2022 budget was approved at the October Meeting.

**NEW BUSINESS**

- a. American Asphalt Cleanup – Sean from American Asphalt let me know the reason the area on Broadview is a little rough and losing some gravel is because it has not had the slurry seal applied; this is to be done this year. In the meantime, he did say he would come up and do a heavy sweep. I have reached out to him again today to find out when they are coming out to do that. Bob Kiss challenged this conclusion about the origin of the loose gravel on Broadview. First, no other areas that had work done show this same issue. Second, and more importantly, the loose gravel

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was present immediately after the work was completed, as communicated by concerned homeowners living on Broadview. It is debris from the work performed and needs to be removed by American Asphalt as part of the job.

- b. PML Maintenance House Numbers Painting – This is on PML Maintenance schedule but with the colder weather and rain late last year it was pushed out. They plan on coming up, weather permitting the week of January 31<sup>st</sup> to complete.

**CORRESPONDENCE REVIEW**

**ADJOURNMENT**

There being no further business before the Board, the Meeting was adjourned at 8:10 pm. The next Open meeting of the membership will be held on February 22, 2022, 5:30pm, and will be held Via Zoom.

Respectfully Submitted,

Attested by,

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Joseph D'Agostino, CACM  
PML Management Corporation

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Zaven Khachadourian, Secretary  
Sugarloaf HOA