

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

**CALL TO ORDER**

- The July 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, Christine Sommers and Zaven Khachadourian. Joseph D'Agostino represented PML Management.

**OPEN FORUM**

- Question raised about whether the brush trimming behind 1541 De Anza Blvd went far enough back behind the homes during the annual defensible space brush trimming project. It was reported that the Fire Marshal will be out on Thursday 7/28 to inspect the brush clearing project. The HOA will respond to the direction of the Fire Marshal.
- Concern raised about observations still being made of dogs being off leash within HOA. It was noted that two owners had recently received letters regarding this matter. If HOA members will identify dog owners not leashing their dogs when off their private property, the HOA will notice those owners.

**AGENDA/CALENDAR REVIEW**

The Board reviewed the annual calendar. It was confirmed that the next Board Meeting will be held on August 23, 2022, at 5:30pm. It was noted that PML has reached out to Golden Consulting regarding updating the Reserve Study.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made and seconded, the May 24, 2022, Board of Directors Open Meeting minutes were unanimously approved as submitted.

**REPORTS**

**Financial Statement Review** - The Board reviewed the June 30, 2022, financial statement

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	111	181,703	181,058	645	181,323
Total Maint. & Repairs	2,400	22,036	36,660	(14,624)	73,310
Total Utilities	1,991	9,773	15,282	(5,509)	30,570
Total Admin. Expenses	3,535	26,937	28,542	(1,605)	57,080
<b>Operating sub total</b>	7,926	58,746	80,484	(21,738)	
Total Reserve Expenses	0	11,546	11,088	458	22,174
<b>Total Expenses</b>	7,926	70,292	91,572	(21,280)	183,134
Total Assets		452,706			
Total Liabilities		10,425			
Total Fund Balances		442,281	331,997	78% Est yr. end Bal	

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It was noted that the Association is under budget for the fiscal year. It was also noted that the expense for water has been running under budget.

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

- Committee Chair, Zaven Khachadourian reviewed the spreadsheet he uses to track water usage so the Board can compare month to month and year to year. No questions or concerns raised.
- On De Anza Blvd there is a bush that is growing over the sidewalk, it was noted that this is the Homeowner’s responsibility to trim back.
- Trees at 3400 Cheryl Court that were reported as touching the chimney are located on the homeowner’s property, so it is their responsibility to trim.
- It was requested that PML again reach out to Mike at Loral Tree Care and two other tree firms to get a quote to trim the trees noted on the 2022 tree management list from Tree Management Experts.
- It was noted that there is a dead and fallen tree behind 3517 Broadview Court that needs to be added to the 2022 tree management list (because there are other trees behind Broadview to be serviced on that list).
- Davey tree is about half done with dead tree removal work in Cherrywood canyon, including below Westwood Ct.
- Cozzolino approved to remove some dead bushes and a small tree for \$400.00
- Fire Marshal, Melinda Martin will be on site to take a look at the defensible space brush trimming on Thursday July 28, 2022, at 10am.
- Estimate from Loral Tree Care for the following:  
 Back of 3517 Broadview, removal of dead oak with no stump grinding and removal of on fallen oak tree limb. Back of 3513 Broadview Removal of dead oak tree.  
 Total cost is \$2,820.00. The Board will wait for the 2022 tree management list work mentioned above to address these two trees as part of that project

**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>
06/13/22	1677 Toyon Court	Repaint Exterior in Scheme E	Approved 06/19/22
07/06/22	3404 Westwood Ct.	Repaint Exterior in current colors plus updated shingles stain	Approved 07/10/22
06/29/22	1608 Toyon Ct	Solar Installation	Approved 07/7/22
07/20/22	1648 Toyon Ct.	Repaint Exterior in Scheme E	Approved 07/23/22

It was reported that the Committee has selected 1400 De Anza Blvd as the 2022 winner of the Outstanding Home Maintenance Award. Congratulations and Thank You to this homeowner for their efforts in maintaining their home’s appearance! They will receive the award at the San Mateo City Council Meeting on Tuesday, September 6.

**Public Safety / Traffic Safety Committee** –

- Dogs not being on leash, letters have been sent to those identified owners. Unleashed dogs on city streets or HOA property is not allowed per municipal code and the HOA’s CC&Rs.

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- National night out will be on August 8, 2022. There will be a block party at the Broadview / Parkwood circle area. The gathering has been registered with the city, and there will likely be a visit from the Police and/or Fire departments.
- Homeowners parking in visitor parking spaces on the HOA’s private lanes - Residents need to park inside their garage, in their driveway, or on city streets, and visitor parking spaces must be kept open for visitors, per the CC&Rs. Violators can be fined or towed.

**Manager’s Report –**

- PML has ordered the replacement “no parking, fire lane signs” They just arrived to our office and will be installed the week of August 8, 2022.

**UNFINISHED BUSINESS-**

- Governing Document Round 1 Review – The Board discussed the draft revised Articles of Incorporation for the Association. No significant concerns were raised beyond updating PML’s address. This feedback will be passed back to the HOA attorney on the project. Next step is to review the draft revised By-Laws, that are about 40 pages. This is to be done by Board members by August 23, 2022, and then the Board will move on to the CC&R’s that are about 90 pages. The Board is targeting to have this project completed by the end of December 2022 so that the revised Governing Documents can be presented for HOA member voting as part of the 2023 election cycle.
- 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**

None at this time.

**CORRESPONDENCE REVIEW**

None

**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