

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

CALL TO ORDER

The March 22, 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 (via Zoom). Board Member Robina Ramm was absent. Joseph D'Agostino represented PML Management.

OPEN FORUM

- Board Member Mitra Sadeghi requested that the Association and management company no longer use her yahoo email account for notices etc.
- It was reported that the tennis court surface is in fairly bad shape, and it was requested that PML reach out to the management company for Denali and find out if the re-surface is scheduled for 2022. This project is in the reserve fund for Sugarloaf in 2022.

AGENDA/CALENDAR REVIEW

The Board reviewed the annual calendar. It was confirmed that the next Board Meeting will be held on April 26, 2022, at 5:30pm.

APPROVAL OF PREVIOUS MEETING MINUTES

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

REPORTS

Financial Statement Review - The Board reviewed the February 28, 2022, financial statement:

Total Revenue	0	180,800	180,800	0	181,323
Total Maint. & Repairs	2,400	4,800	12,220	7,620	73,310
Total Utilities	1,431	2,783	5,094	2,311	30,570
Total Admin. Expenses	4,345	7,540	9,514	1,974	57,080
Operating sub total	8,176	15,123	26,828	11,705	
Total Reserve Expenses	(2,331)	2,394	3,696	1,302	22,174
Total Expenses	5,845	17,517	30,524	13,007	183,134
Total Assets		502,893			
Total Liabilities		8,550			
Total Fund Balances		494,343	331,997	78% Est yr. end Bal	

Board Treasurer, Robina Ramm was absent. It was noted that the Association is under budget for the current fiscal year in operating and reserves.

It was requested that PML send out a courtesy letter to those homes whose 2022 dues have still not been paid.

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Landscape Committee –

- It was noted that the large tree survey that was done in 2017 with the 5-year maintenance plan ends in 2022. A new survey and report will need to be done this year for 2023-2027. PML was requested to prepare a request for proposal that can be sent to arborists for bid.
- Irrigation has been inspected and is now turned back on for the spring/summer.
- It was noted that Cozzolino inspected storm drains (not city sewers) along the De Anza private lanes. One drain requires maintenance. It was requested that PML hold off on sending out a plumber to service until the Association verifies the list of drains tested. It was also requested that inspection of the storm drains be placed on the annual calendar for testing in Aug/Sept.

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>
12/13/2021	1830 Parkwood Drive	Paver stones installation	Approved 03/04/22
02/15/22	1646 Sugarloaf Drive	Garage door replacement	Approved 03/02/22
03/08/22	1825 Parkwood Drive	Roof replacement	Approved 03/17/22
01/25/22	1541 De Anza Blvd.	Roof replacement and solar installation	Approved 03/03/22
03/07/22	1908 Parkwood Drive	Replace three leaking Windows	Approved 03/21/22

Public Safety / Traffic Safety Committee –

- There are no updates from the City of San Mateo regarding traffic safety on De Anza Blvd. It was noted that the City of San Mateo stated they no longer use Traffic Action Plans for any new projects. Funding may be an issue for plans that have not yet been completed (like the De Anza plan). The Association is considering writing a letter to Public Works regarding this matter.

Manager's Report –

- Date to paint the remaining street numbers had been scheduled for March 3rd but was postponed due to an emergency. The PML maintenance team will be out on 03/28 to complete.
- American Asphalt will be out on 03/23 and 03/24 to complete the paving project started last year on the private lanes. Signage and barriers will be installed

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UNFINISHED BUSINESS

- Election Process Status Check – It was reported that as of today PML has received 102 ballots. 100 signed and 2 not signed. Board President, Bob Kiss, let the election officials know not to come to the meeting since a quorum has not been met. The Association is hoping to be able to count the ballots at the April Board Meeting. Voting reminders will be sent by PML and by Board members.
- Governing Document Update Process Continuation – The Board discussed the following items with regards to the updated governing documents and the questionnaire being completed for the vendor: Pet policy and number of pets that should be allowed, it was determined that three pets would be allowed but no more than two dogs. Smoking regulations, it was noted that San Mateo City already has a code in place to address the matter of smoking in common developments so there is no need to specify in the governing documents. There were a couple of other questions that the Board will need to seek further information on. One was if Sugarloaf is located in an airport influence area. The second was if Sugarloaf is located in the SF Bay Area Conservation area. Ann Powers volunteered to seek answers to these two last topics.

NEW BUSINESS

None

CORRESPONDENCE REVIEW

None

ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned into Executive Session at 6:45 pm. The next Open meeting of the membership will be held on April 26, 2022, 5:30pm, location TBD.

Respectfully Submitted,

Attested by,

Joseph D'Agostino, CACM
PML Management Corporation

Zaven Khachadourian, Secretary
Sugarloaf HOA