

SUGARLOAF HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 May 24, 2022

CALL TO ORDER

- The May 24, 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

- No items were discussed at open forum.

AGENDA/CALENDAR REVIEW

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

APPROVAL OF PREVIOUS MEETING MINUTES

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

REPORTS

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

Total Revenue	450	181,483	180,972	511	181,323
Total Maint. & Repairs	3,325	16,471	24,440	(7,969)	73,310
Total Utilities	1,714	6,543	10,188	(3,645)	30,570
Total Admin. Expenses	3,689	18,313	19,028	(715)	57,080
Operating sub total	8,728	41,327	53,656	(12,329)	
Total Reserve Expenses	0	2,394	3,696	1,302	22,174
Total Expenses	9,170	11,564	7,392	4,172	183,134
Total Assets		470,004			
Total Liabilities		10,525			
Total Fund Balances		459,479	331,997	78% Est yr. end Bal	

It was noted that the Association is on budget for the current fiscal year. Board President, Bob Kiss, provided a brief explanation of how the financials are prepared and read for new Board Member Christine Sommers.

Landscape Committee – The following was reported:

- Committee Chair, Zaven Khachadourian reviewed the spreadsheet he uses to track water usage so he can compare month to month and year to year.

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- Tree number 204 that was reported by a homeowner as being close to their home was reported as being healthy in the 2020 inspection with no noted work being needed. It was reported that this tree still looks very healthy.
- A homeowner can trim a HOA tree if it hangs over their roof or is within 10 feet of a chimney, but they must use a firm with a certified arborist.
- It was noted that the defensible space information presented at the Annual Meeting earlier this year is on the HOA website.
- The Board reviewed three proposals from Loral Tree, Davey Tree and Arborwell for dead tree removal near 1467 Cherrywood and 3421 Westwood Drive. After discussion and recommendations of Members who met with these companies the Board on a motion duly made and seconded and passed by unanimous vote, approved the proposal for \$20,640.00 from Davy Tree to perform this tree work. It was requested that PML sign and send over the approved proposal tomorrow.
- It was requested that PML reach out to Tree Management experts to get a cost for them to update their tree survey.
- It was requested that PML prepare and send out a RFP for the scheduled 2022 large tree maintenance work per the existing survey recommendations.
- It was requested that PML reach out to Cozzolino Landscape to request a proposal to perform the fire brush clearing towards the end of June 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>
05/06/22	1642 Sugarloaf Drive	New AC Unit	Approved 05/13/22

It was reported that the Committee completed their annual walk to prepare violation notices on Sunday May 22, 2022. There were 6 priority A items noted, mainly painting, 13 landscape issues, 15 low priority items and 8 homes that had their garbage cans left out.

Public Safety / Traffic Safety Committee –

- No updates regarding the Traffic Action Plan regarding speed on De Anza although the Board has reached out to the City of San Mateo for any updates.

Manager’s Report –

- PML noted that they are in the process of getting proposals to replace 12 fire lane signs. It was noted that since these are private streets and that a simple sign that states “no parking,” “fire Lane,” “tow away” could be purchased for under \$500.00 for all signs. The Board requested that PML order these signs.

UNFINISHED BUSINESS

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- Governing Document Update Process Continuation – the Board was reminded that the draft documents are scheduled to be received from Attorney Alex Noland by July 19, 2022.
- PML Performance Feedback. PML will review the feedback and prepare a response back to the Board to address the concerns.

NEW BUSINESS

a. Board Officer Elections

The Board of Directors elected the following officers and Committee members to serve for the current year.

Bob Kiss, President, and ACC Committee Chair

Mitra Sadeghi, Vice President, and Landscape Committee Member

Ann Powers, Treasurer and ACC Committee Member

Zaven Khachadourian, Secretary and Landscape Committee Chair

Christine Sommers, Member at Large

CORRESPONDENCE REVIEW

None

ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned at 6:55 pm. The next Open meeting of the membership will be held on July 26, 2022, 5:30pm, at the San Mateo Senior Center located at 2645 Alameda de las Pulgas.

Respectfully Submitted,

Attested by,

Joseph D'Agostino, CACM
PML Management Corporation

Zaven Khachadourian, Secretary
Sugarloaf HOA