

# SUGARLOAF HOMEOWNERS ASSOCIATION

## Minutes of the Board of Directors Meeting

November 29, 2022

### CALL TO ORDER

- The November 29, 2022, open Board meeting, held via Zoom since the San Mateo Senior Center located at 2645 Alameda de las Pulgas was unexpectedly closed, was called to order at 5:50PM. Board members present were Bob Kiss, Mitra Sadeghi, Christine Sommers, and Zaven Khachadourian. Board Member, Ann Powers was absent. It was noted that there were no homeowners present at the Senior Center at the time the Board meeting was intended to start (5:30pm), and before the Board decided to hold the meeting via Zoom. Joseph D'Agostino represented PML Management via Zoom.

### OPEN FORUM

- No homeowners were present for open forum

### AGENDA/CALENDAR REVIEW

The Board reviewed the annual calendar. It was confirmed that there will be no Board Meeting in December and the next Board Meeting will be held on January 24, 2023, immediately after the Annual Members meeting, which begins at 5:30pm.

### APPROVAL OF PREVIOUS MEETING MINUTES

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

### REPORTS

**Financial Statement Review** - The Board reviewed the October 31, 2022, financial statement

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	136	180,800	180,800	0	181,800
Total Maint. & Repairs	2,520	42,818	61,100	(15,282)	73,310
Total Utilities	1,578	17,701	25,470	(7,769)	30,570
Total Admin. Expenses	3549	46,795	42,813	3982	57,080
<b>Operating sub total</b>	7,647	107,314	129,383	(22,069)	
Total Reserve Expenses	14,060	27,479	18,480	8,999	22,174
<b>Total Expenses</b>	21,707	134,793	147,863	(13,070)	183,134
Total Assets		376,732			
Total Liabilities		2,150			
Total Fund Balances		374,582	331,997	78% Est yr. end Bal	

It was noted that the Association is under budget for the current fiscal year.

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

## SUGARLOAF HOMEOWNERS ASSOCIATION

### Minutes of the Board of Directors Meeting

November 29, 2022

- The committee reported that during the last storm a number of tree branches/limbs fell on De Anza Blvd. These were cleaned up very quickly per HOA request by Loral for the larger tree and Cozzolino for the smaller tree.
- The Committee also noted a request from the homeowner at 3401 Chris Lane regarding a tree that they would like trimmed. The Committee will need to go and take a look at this tree to see if it is on homeowner or HOA property.
- The Board discussed the Tree management proposal and noted that Roy Leggit responded that there is no additional expense to use the Venza software proposed. It was noted that Tree Management Experts is scheduled to start its review on December 8, 2022.
- PML reported that they received calls from residents about a couple of irrigation leaks on De Anza Blvd. Cozzolino repaired both leaks.
- It was requested that PML follow up with Davey Tree on when they are going to scheduled the last of the 2022 scheduled large tree trimming.

**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>
11/19/22	1565 De Anza Blvd.	Installation of solar panels	Approved 11/21/22

- It was confirmed that the annual exterior audit letters have been sent out and some homeowners who received letters have reached out to the Association.

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

- No updates from the San Mateo DPW regarding the Traffic Action Plan status. No other business reported from the committee.

#### **Manager's Report** –

- Replacement of the streetlight on Oakhill Court has been approved by the insurance adjuster and PML approved this work to be done by Aleco. Pending schedule date. All residents in that area have been notified of that this will be done as soon as possible. Total cost is estimated to be \$3,200. The HOA will have to pay the deductible of \$1,000, but insurance will cover the rest.
- Installation of the no parking fire lane signs will be completed as soon as possible, and should be done by Friday Dec 2.

#### **UNFINISHED BUSINESS**

- 2023 Budget - On a motion duly made and seconded and passed by unanimous vote, the Board approved the 2023 budget as submitted.
- Governing Documents Updates - CC&Rs & Bylaws review – The Board of Directors discussed setting a meeting with Attorney Alex Noland to discuss the feedback on the

**SUGARLOAF HOMEOWNERS ASSOCIATION**  
Minutes of the Board of Directors Meeting  
November 29, 2022

draft updates the Board submitted for him to review. The meeting will take place in December.

**NEW BUSINESS**

- Annual Meeting/Planning Discussion – PML was actioned to send draft Annual Meeting documents to the Board for review. The meeting was proposed to be held on Tuesday, January 24, 2023, starting at 5:30pm, at the San Mateo Senior Center. PML was actioned to contact the Senior Center to confirm large room availability and make a reservations to cover the Annual Meeting plus the Board meeting (until 8:00 pm).

**CORRESPONDENCE REVIEW**

Nothing to review.

**ADJOURNMENT**

There being no further business before the Board, the Meeting was adjourned at 7:30 pm. The next Open meeting of the Board will be held on January 24, 2023, immediately after the Annual Members meeting, which begins at 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