

SUGARLOAF HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 September 27, 2022

CALL TO ORDER

- The September 27, 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, Mitra Sadeghi, Ann Powers, and Christine Sommers. Board Member Zaven Khachadourian was absent. Joseph D'Agostino represented PML Management.

OPEN FORUM

- Homeowners Joyce Bichler and Michael Kimbarow were present to request the possibility of placing pickle ball court lines when the tennis courts are resurfaced. The Board noted that the tennis courts are owned by and managed by Denali HOA, and requested that PML reach out to Denali's property manager, First Equity management, to share this Sugarloaf member comment.

AGENDA/CALENDAR REVIEW

The Board reviewed the annual calendar. It was confirmed that the next Board Meeting will be held on October 25, 2022, at 5:30pm.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the August 23, 2022, Board of Directors Open Meeting minutes were unanimously approved as amended.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	41	181,937	181,144	793	181,323
Total Maint. & Repairs	2,247	36,583	48,880	(12,297)	73,310
Total Utilities	1,987	14,133	20,376	(6,243)	30,570
Total Admin. Expenses	3,619	43,245	38,056	5,189	57,080
Operating sub total	7,852	93,961	107,312	(13,351)	
Total Reserve Expenses	0	6,839	14,784	(7,945)	22,174
Total Expenses	7,852	100,800	122,096	(21,296)	183,134
Total Assets		415,673			
Total Liabilities		3,650			
Total Fund Balances		412,023	331,997	78% Est yr. end Bal	

It was noted that the Association is under budget for the current fiscal year. It was also noted that only one homeowner remains that has not paid the 2022 annual assessment, and that account has been turned over to a Collections agency for resolution.

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Landscape Committee – The following was reported:

- It was reported that PML has received a proposal from Tree Management Experts for preparation of a five year tree management plan. The Board reviewed the plan but tabled any decision until the landscape committee chair had an opportunity to review. This matter was tabled until the October Board Meeting.

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>
09/04/22	1949 Parkwood Drive	Installation of paving stones	Approved 09/05/22
9/11/22	1645 Toyon Court	Replacement of rear balcony and deck	Approved 09/18/22
09/15/22	3401 Douglas Court	Garage roof, skylights and garage trim	Approved 09/18/22

Letters from the annual architectural audit have been sent back to PML to be sent out to those homeowners.

At the September 6, 2022, San Mateo City Council meeting the owners at 1400 De Anza Blvd. received their recognition reward for outstanding home maintenance.

Public Safety / Traffic Safety Committee –

- It was confirmed that letters have been sent to the owners who are allowing their dogs to be off leash around the HOA common areas and on the public streets. Unleashed dogs on city streets or HOA property are not allowed per municipal code and the HOA’s CC&Rs.
- There were no updates from San Mateo Department of Public Works regarding the traffic action plan.

Manager’s Report –

- PML has ordered the replacement “no parking, fire lane signs”. We do have these signs in our office, but we had a couple of our maintenance guys leave so we are down to only one and he has been back logged. We have hired a new maintenance person, but he does not start until October 17th.
- It was reported that a light post at 3400 Oakhill Court was hit and had fallen over. PML sent Maddox electric to secure the light and make sure everything was safe. The Board requested that PML open an insurance claim on this and identify a firm to repair the light. It was also noted that the Board is going to see if any of the homes in that area may have something on their exterior cameras.

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- PML to have Pro Roto come out and provide a cost to inspect and clear the drain line in the common space behind 3401 Chris Lane.

UNFINISHED BUSINESS

- Governing Document Update Status Check. It was noted that the Board comments on the CC&R's are due by 10/15.
- Budget Round One Review – The Board provided feedback and asked questions about the first round budget draft for 2023. PML was to update the draft per the feedback and re-issue the next draft prior to the October Board meeting.
- PML Performance Feedback, continued – PML reported that they have implemented a new process that started on Monday. This process has appointed a dedicated Assistant Manager for each of our Associations, instead of having all our admin assistants work on all Associations. The Assistant Manager for Sugarloaf will be Sabrina Davis in our office, she is already familiar with many processes and procedures at Sugarloaf and will be included as another point of contact for the Board and members at Sugarloaf. She will also be tracking all action items to make sure they get done in a timely manner.

NEW BUSINESS

- Draft Budget for 2023, Presented by PML – The Board reviewed the first draft of the 2023 budget prepared by PML. The following items were discussed:
It was requested that the reserve spreadsheet be added back into the budget.
The Board requested PML to explain what is the “other income” noted on the reserve page of the budget.
It was noted that in the year 2023 the water and sewer expenses will likely go up.
Mailing and postage costs and trying to get more owners signed up for email distribution.
Re-visit having the slopes and drainage inspected in 2023.
Reviewing the estimated spend for large tree maintenance, including expenses for the five-year firebreak work on large trees (PML to research prior costs).
PML was to update the draft per the feedback and re-issue the next draft prior to the October Board meeting.

CORRESPONDENCE REVIEW

There was a communication to the Board asking about the possibility of converting one or both of the Denali tennis courts to Pickle Ball courts. The Board responded to that owner in clarifying that the courts are owned and operated by Denali HOA. The homeowner inquired about the possibility of conducting a survey to assess the level of interest in Pickle Ball within the Sugarloaf HOA. The Board responded with feedback regarding a potential survey. As noted in Open Forum for this meeting, the homeowner attended the meeting to follow up on their email correspondence.

ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned at 7:20 pm. The next Open

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meeting of the Board will be held on October 25, 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