

SUGARLOAF HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 May 2, 2023

CALL TO ORDER The May 2, 2023 (rescheduled from April 25), open Board meeting, at the San Mateo Senior Center located at 2645 Alameda de las Pulgas, was called to order at 5:40 PM. Board members present were Bob Kiss, Mitra Sadeghi, Zaven Khachadourian and Christine Sommers. Joseph D'Agostino from PML Management attended the meeting.

OPEN FORUM Discussion took place regarding shared fences between properties and what an owner can do if their neighbor is not cooperative in replacing a fence that needs to be replaced. It was further discussed that the Association does not have any power to enforce owners to cooperate in matters like this since the fence is on the owners' private property and, in this specific case, it is not visible from the street side. There is a state law regarding sharing the expense to replace a property line fence.

AGENDA/CALENDAR REVIEW

The Board reviewed the annual calendar. Due to Board member absences, the next Board Meeting was rescheduled and will be held on May 30, 2023.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, and passed by unanimous vote, the March 28, 2023, Board of Directors Open Meeting minutes were approved as submitted.

REPORTS

Financial Statement Review - The Board reviewed the March 31, 2023, financial statement.

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	2,060	183,382	183,160	122	183,031
Total Maint. & Repairs	2,400	7,329	15,285	(7,956)	61,120
Total Utilities	1,309	3,333	5,844	(2,511)	23,370
Total Admin. Expenses	5,460	13,453	14,985	(1,532)	59,930
Operating sub total	9,169	24,114	36,114	(12,000)	
Total Reserve Expenses	9,962	11,288	6,459	4,829	25,828
Total Expenses	19,130	35,402	42,573	(7,171)	170,248
Total Assets		508,470			12,783
Total Liabilities		5,225			
Total Fund Balances		503,245	365,089	est yr end bal	86%

It was reported that the Annual financial review has been completed. It was noted that Boston Private Bank was sold to Silicon Valley Bank. Tax forms were received today and will be reviewed and signed.

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Landscape Committee – The following was reported:

- The tree survey was discussed, the Landscape Committee reported that they went and took a look at the trees noted in the report as needing to be removed this year. It was noted that one tree has already been removed, one tree is slated to be removed in 2024 and two other trees looked to be in pretty good shape. So out of the 12 noted by the arborist report, only 8 of the trees will be removed in 2023. It was requested that PML get proposals to have these trees removed. Numbers are 9, 43, 136, 140, 178, 219, 229 and 265.
- The Board reviewed a proposal from Cozzolino to perform the annual fire break brush trimming work in the canyons and hillsides needed. Cost is \$10,450. On a motion duly made and seconded and passed by unanimous vote the Board approved this proposal.
- Poison oak growing through a fence with a homeowner adjacent to the Cherrywood HOA Common Area was discussed. In August of 2019, it was noted that the Association shared in the cost of removing the poison oak. Discussion took place on a possible permanent solution to this issue by closing the gaps in the current fence so the poison oak cannot grow through it. PML will reach out to this owner to discuss this possibility.

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>
4/4/2023	1637 Toyon Court	Installation of solar panels	Approved 4/5/2023
4/13/2023	1656 Toyon Court	Installation of solar panels	Approved 4/18/2023

It was noted that the annual exterior audit will be scheduled for June 3, 2023

Public Safety / Traffic Safety Committee –

- No updates from the San Mateo DPW regarding the Traffic Action Plan status to include the installation of speed cushions on De Anza Blvd.
- Reminder that we are approaching early summer and that is baby snake season when all snakes are more active.
- Also, a reminder that fire season is coming soon and that homeowners have responsibility to maintain fire safety on their private property.
- The city of San Mateo recently approved the placement of three Small Cell Devices on light poles located within Sugarloaf Development, one near 1821 Parkwood, one near 1901 Parkwood, and one near 1404 De Anza Blvd.

Manager's Report –

- We reached out to Aleco regarding the light on Oakhill Court. As mentioned at the last meeting we thought this installation was completed. The person we were dealing with

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over the past few months is no longer with the company. They will be out to install within the next two weeks.

UNFINISHED BUSINESS

- Governing Documents Updates - CC&Rs & Bylaws review – The Board of Directors is waiting for the final draft for review from Attorney, Alex Noland. Once approved by the Board, a copy along with the ballots for voting will be sent to all homeowners.

NEW BUSINESS

4.1 Appointment of replacement Board of Director – It was reported that Jim Baxmeyer has resigned his elected position on the Board of Directors due to personal reasons. On a motion duly made and seconded and passed by unanimous vote, the Board appointed Alan Robinson to serve out Jim’s term on the Board.

4.2 Board of Directors Role Assignments – The following officers were elected to the Board of Directors:

Bob Kiss, President

Alan Robinson, Vice President

Mitra Sadeghi, Treasurer

Zaven Khachadourian, Secretary

Christine Sommers, Member at Large

4.3 Begin PML Management Performance Review Process – PML received the Board Input today so they will formulate a response for the next Board Meeting packet.

4.4 PML Contract Renewal – The Board reviewed PML’s renewal contract. It was noted that the body of the contract has remained the same but Attachment A PML’s Standard List of Charges increased in January 2023, all increases are noted on the attachment to the contract. On a motion duly made and seconded and passed by unanimous vote, the Board approved PML’s 2023 contract.

CORRESPONDENCE REVIEW

Nothing to review.

Action List

- The question of whether or not the HOA drain on Chris Lane was ever cleared by Pro Roto. PML to follow up.
- Reach out to First Equity and find out if the Denali tennis court resurfacing will be done in 2023.
- Bob and Zaven will go look at some tagged trees on Toyon Court reported to be inaccessible during the arborist survey to better understand the situation.

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- Letter to a Parkwood Drive homeowner regarding stored cars and parking issues. Prepare a second letter letting the homeowner know that if this issue is not corrected, they could be subject to fines. Board President, Bob Kiss, will reach out to the HOA's Attorney to find out the best way to address this situation.

ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned at 7:05 pm. The next Open meeting of the Board will be held on May 30, 2023, at 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