

SUGARLOAF HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 August 22, 2023

CALL TO ORDER The August 22, 2023, open Board meeting, at the San Mateo Senior Center located at 2645 Alameda de las Pulgas, was called to order at 5:37 PM. Board members present were Mitra Sadeghi, Alan Robinson, Zaven Khachadourian and Christine Sommers. Board President, Bob Kiss, was absent. Joseph D'Agostino from PML Management attended the meeting.

OPEN FORUM No homeowners were present for the open forum.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, and passed by unanimous vote, the June 27, 2023, Board of Directors Open Meeting minutes were approved as submitted. The next open Board meeting will be held on September 26, 2023, at the San Mateo Senior Center.

REPORTS

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	320	184,411	182,332	(2,231)	183,031
Total Maint. & Repairs	2,655	34,320	35,239	1,426	61,120
Total Utilities	4,493	11,804	13,636	1,832	23,370
Total Admin. Expenses	4,107	32,839	34,965	2,126	59,930
Operating sub total	11,255	78,972	83,840	5,384	
Total Reserve Expenses	0	19,738	15,071	(4,667)	25,828
Total Expenses	11,255	98,710	98,911	717	170,248
Total Assets		451,330			12,783
Total Liabilities		10,175			
Total Fund Balances		441,155	365,089	est yr end bal	86%

Board Treasurer, Mitra Sadeghi reported that the Association is under budget in operating expenses. Utilities have been running higher over the past month.

Landscape Committee – The following was reported:

Proposals for Tree Removals Recommended by Arborist Survey -

Loral Tree Care for 7 removals \$9,570

Davey Tree for 7 removals \$18,170

Arboreal for 8 removals \$25,465

Both Loral and Davey could not find tree number 265, and both believe that it was already removed. On a motion duly made and seconded and passed by unanimous vote, the Board approved Loral Tree Care to perform this work.

There was a water leak on Broadview Court that was repaired.

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There was also an irrigation problem on Leafwood Court, and the sprinklers were on for a few hours before being shut off. Cozzolino Is going to look into this problem and repair as needed.

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>
7/28/2023	3409 Allison Court	Window Replacement/Removal	Approved 7/31/23
7/25/2023	1941 Parkwood Court	Roofing Replacement	Approved 7/31/2023
7/10/2023	1609 Toyon Court	Installation of solar panels	Approved 7/21/2023
7/16/2023	1545 De Anza Blvd.	Exterior Painting – Oyster/Mesa Brown	Approved 7/21/2023
6/28/2023	1669 De Anza Blvd	Installation of new windows	Approved 7/4/2023

Public Safety / Traffic Safety Committee –

- It was noted that the Annual Fire Inspection was completed on July 13, 2023.
- It was also reported that coyotes have been spotted on the property.

Manager’s Report –

- PML was unable to find another electrician who at the end of the day wanted to take on the project to replace the streetlight on Oakhill Court. PML had two declines after they went to take a look. PML never canceled the contract with Aleco, so we are still pursuing it with them. Apparently, the light was supposed to finally come in last week, but they only got the packing slip and not the light. They have now re-ordered and are expediting delivery for next week.
- PML has prepared the letter for reimbursement from the City of San Mateo for weed abatement performed on city property during Sugarloaf’s annual fire safety work.

UNFINISHED BUSINESS

- Governing Documents Updates - CC&Rs & Bylaws review – It was reported that the final review of the governing documents has been completed.

NEW BUSINESS

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Start the 2024 budget planning process – It was reported that the first draft of the 2024 budget has been sent to the Board for review.

CORRESPONDENCE REVIEW

Nothing to review.

ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned at 6:15 pm. The next Open meeting of the Board will be held on September 26, 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