

**SUGARLOAF HOMEOWNERS ASSOCIATION**  
 Minutes of the Board of Directors Meeting  
 May 30, 2023

**CALL TO ORDER** The May 30, 2023, 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 Mitra Sadeghi, Zaven Khachadourian, Alan Robinson, 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 May 2, 2023, Board of Directors Open Meeting minutes were approved as submitted. The next open Board meeting will be held on June 27, 2023, at the San Mateo Senior Center.

**REPORTS**

**Financial Statement Review** - The Board reviewed the April 30, 2023, financial statement.

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	321	183,604	183,203	401	183,031
Total Maint. & Repairs	2,400	9,729	20,380	(10,651)	61,120
Total Utilities	1,179	4,512	7,792	(7,792)	23,370
Total Admin. Expenses	4,429	17,882	19,980	(2,098)	59,930
<b>Operating sub total</b>	8,008	32,122	48,152	(16,030)	
Total Reserve Expenses	0	11,288	8,612	2,676	25,828
<b>Total Expenses</b>	8,008	43,410	56,764	(13,354)	170,248
Total Assets		504,007			12,783
Total Liabilities		8,450			
Total Fund Balances		495,558	365,089	est yr end bal	86%

The duties of the Treasurer were discussed.

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

- It was reported that we are waiting for proposals to remove tree numbers 9, 43, 136, 140, 178, 219, 229 and 265 which were recommended for removal in the Arborist 2023 HOA survey.
- Poison oak growing through a fence at an adjacent home located at 1555 Cherrywood Drive and borders HOA Common Area was discussed. It was reported that PML reached out to the homeowner, and they are not interested in installing a different closed fence. It was requested that PML reach out to Cozzolino to see if he has someone who can remove the poison oak.

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**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>
5/8/2023	3500 Broadview Court	Installation of a new roof	Approved 5/9/2023

It was noted that the annual exterior audit took place on June 3, 2023. Affected homeowners will be contacted about needed remediations.

**Public Safety / Traffic Safety Committee** –

- No Report

**Manager's Report** –

- We reached out to Aleco again regarding the light on Oakhill Court. As mentioned at the last meeting we thought this installation was completed. We were told earlier this month that the light would be installed in the next two weeks but obviously that did not happen. They are supposed to give us a firm date this afternoon that this is going to happen.
- Removal of 8 tree proposals pending from Loral, Davey and Arboreal. We do believe all have looked at the trees already.

**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.

**NEW BUSINESS**

No new business was discussed.

**CORRESPONDENCE REVIEW**

Nothing to review.

**ADJOURNMENT**

There being no further business before the Board, the Meeting was adjourned at 6:10 pm. The next Open meeting of the Board will be held on June 27, 2023, 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

Zaven Khachadourian, Secretary  
Sugarloaf HOA