

SUGARLOAF HOMEOWNERS ASSOCIATION
 Minutes of the Board of Directors Meeting
 April 23, 2024

CALL TO ORDER The April 23, 2024, open Board meeting, at the San Mateo Senior Center located at 2645 Alameda de las Pulgas, was called to order at 5:35 PM. Board members present were Bob Kiss, Mitra Sadeghi, Alan Robinson and Zaven Khachadourian. Board Member Christine Sommers was absent. Joseph D'Agostino from PML Management attended the meeting.

OPEN FORUM

- No members were present for the open forum.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, and passed by unanimous vote, the March 26, 2024, Board of Directors Open Meeting minutes were approved as submitted. The next open Board meeting will be held on May 28, 2024, at 5:30 pm at the San Mateo Senior Center.

REPORTS

Financial Statement Review - The Board reviewed the March 31, 2024, financial statement.

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	243	182,703	180,809	1,894	180,840
Total Maint. & Repairs	3,200	8,000	18,213	10,213	72,840
Total Utilities	1,881	2,283	8,271	5,988	33,080
Total Admin. Expenses	6,912	16,091	13,585	(2,507)	54,330
Operating sub total	11,993	26,374	40,068	13,694	
Total Reserve Expenses	0	0	10,374	10,374	41,492
Total Expenses	11,993	26,374	40,068	24,068	170,248
Total Assets		543,321			12,783
Total Liabilities		12,825			
Total Fund Balances		530,496	353,585	est yr end bal	109%

It was requested that PML send one more courtesy letter to the owners who have still not paid their annual dues.

Landscape Committee – The following was reported:

It was reported that the water bills were high in February due to some leaks that have now been repaired around the property. There is also the possibility that the water bill may be high again in April due to additional leaks discovered.

There are a total of 57 trees noted for trimming in 2024 based on the arborist report. It was requested that PML follow up on sending out the bid requests.

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>
03/26/2024	3409 Allison Court	Exterior Painting – color scheme E	Approved 03/26/2024
04/11/2024	1929	Staining of deck and exterior painting – color	Approved 04/13/2024

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	Parkwood Drive	scheme F	
04/04/2024	3408 Allison Court	Exterior Painting – color scheme E	Approved 04/04/2024

The Board set a date of May 18 to perform the annual exterior audit.

Public Safety / Traffic Safety Committee – No movement on the traffic action plan with public works at this time. Board President Bob Kiss had a brief discussion with the director of Public Works at the SMUHA meeting earlier this month and is going to reach out to set up a meeting to discuss in more detail.

Manager’s Report – Discussion took place regarding the tennis court resurfacing by Denali HOA. No progress on getting any information from First Equity has been made. Discussion took place on possibly getting the Association’s attorney involved since it could be considered a safety hazard. Board President Bob Kiss requested that PML send him the official contact information for First Equity.

UNFINISHED BUSINESS

- Large Tree Fire Break – Consider proposals – PML has gone out to bid on this project with Loral Tree, Arboreal, Davey Tree and Arborco. To date we have not received any proposals back, due date for proposals is on May 10, 2024.
- Governing documents – Review Election rules/Collection Policy after member – So far, we have not received any feedback at PML, and the deadline for homeowners to provide feedback is May 10, 2024. The Board anticipates adopting the new election rules and collection policy at its May 28, 2024, Open Board Meeting.
- PML Performance Review - Board President, Bob Kiss outlined the items on the PML performance review, noting that there are a number of items on the list that were also on the list for last year. PML will respond with updates on how they will work to remedy these issues.

NEW BUSINESS

Board to Elect Officers following election – On a motion duly made and seconded, the Board decided that the officer positions on the Board would remain the same for the coming year as follows:

- President – Bob Kiss
- Vice President – Alan Robinson
- Treasurer – Mitra Sadeghi
- Secretary – Zaven Khachadourian
- Member at Large – Christine Sommers

CORRESPONDENCE REVIEW

None

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ADJOURNMENT

There being no further business before the Board, the Meeting was adjourned at 6:20 pm. The next Open meeting of the Board will be held on May 28, 2024, at 5:30 pm 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