

SUGARLOAF HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
April 22, 2025

CALL TO ORDER The April 22, 2025, 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 and Zaven Khachadourian Christine Sommers joined via zoom. Alan Robinson was absent.

Joseph D'Agostino from PML Management attended the meeting.

OPEN FORUM

- A homeowner and their designer were present to discuss a proposed second story addition to their home located at 1637 Toyon Court. Also present were the neighboring homeowners of units 1633 and 1641 Toyon Court who expressed concerns regarding this project. It was suggested by a homeowner that sections 2.9, 5.7 and 8.4 of the CC&Rs would prohibit this project. The Board asked some questions regarding the remodel that included potential risks with the shared wall and foundation as well as possible shifting of dirt on the hillside. The Board received confirmation that the 1637 homeowners would need to move out during the construction period. The Board reported that the HOA must review all proposed construction and renovation projects that impact the exterior of the home and make the decision as to whether a proposed project is approved or not approved. In this case, given the magnitude of the project, the Architectural Control Committee Chair (Bob Kiss) referred the review process to the entire Board. The review will be based on the requirements and limitations spelled out in the CC&Rs. This request will be further reviewed and discussed by the Board of Directors with a decision reached by the May Board meeting. If approved, the project is slated to start in January 2026.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, and passed by unanimous vote, the March 25, 2025, Board of Directors Open Meeting minutes were approved as written. The next open Board meeting will be held on May 27, 2025, at 5:30 pm at the San Mateo Senior Center.

REPORTS

Financial Statement Review - The Board reviewed March 31, 2025, financial statement.

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	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	(329)	183,170	182,573	597	187,900
Total Maint. & Repairs	3,200	8,405	17,625	9,220	70,480
Total Utilities	1,300	4,127	5,001	874	20,000
Total Admin. Expenses	4,002	12,750	14,076	1,326	56,300
Operating sub total	8,502	25,282	36,702	11,420	
Total Reserve Expenses	0	(2,184)	3,804	5,988	15,216
Total Expenses	8,502	23,098	40,506	17,408	161,996
Total Assets		458,3400			25,904
Total Liabilities		10,460			
Total Fund Balances		447,940	232,436	Est yr. end Bal 81%	

Board Treasurer Mitra Sadeghi reported that the association is under budget for the current fiscal year. It was requested that PML follow up with ASAP on the unit that was foreclosed to make sure the claim was filed on the proceeds being used to repay the money owed to the HOA for unpaid dues.

Landscape Committee – The following was reported:

The reported leak on De Anza turned out to be in the city water system, and public works will perform the repair.

It was requested that PML follow up on the Request for Proposal (RFP) for the large tree work needed this year (per arborist report).

The neighbor on Cherrywood has agreed to share in the cost to remove the poison oak near their home bordering Sugarloaf open space, but requested that the removal be done later this year.

Architectural Committee – The following architectural approvals were granted since the last Board meeting:

None at this time

Public Safety / Traffic Safety Committee —Board President, Bob Kiss, reported that the latest information from DPW is that a contractor has been selected to install the speed cushions on De Anza Blvd. This is now pending a date for the installation to be done.

It was noted that there was some additional work done around the tennis courts, including sealing of the large retaining wall.

Property Managers Report – No Report

UNFINISHED BUSINESS

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April 22, 2025

- **Architectural Project Review (Per Request)** –This matter was discussed in open forum. The Board discussed some of the details further, and confirmed that all will be prepared to vote on the proposal at the next Board meeting after having the time to review the submitted proposal in more detail.

NEW BUSINESS

- **Election of Board Officers Positions** – On a motion duly made and seconded and passed by unanimous vote, the Board decided to leave all Board positions the same as follows:

Bob Kiss, President
Alan Robinson, VP
Mitra Sadeghi, Treasurer
Zaven Khachadourian, Secretary
Christine Sommers, Member at Large

- **PML Performance Review and Contract Renewal Discussion** – The Board reviewed the updated PML Contract for 2025. On a motion duly made and seconded and passed by a unanimous vote, the Board approved the renewal of PML's contract. It was decided that the contract will expire on December 31, 2025, so it will now cycle with the fiscal year for the Association and be discussed when the budget is being prepared.

CORRESPONDENCE REVIEW

ADJOURNMENT

There being no further business before the Board, the Meeting adjourned at 6:45 pm. The next Open meeting of the Board will be held on May 27, 2025, 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