

**SUGARLOAF HOMEOWNERS ASSOCIATION**  
Minutes of the Board of Directors Meeting  
January 21, 2025

**CALL TO ORDER** The January 21, 2025, open Board meeting, at the San Mateo Senior Center located at 2645 Alameda de las Pulgas, was called to order at 6:35 PM. Board members present were Bob Kiss, Alan Robinson, Mitra Sadeghi and Zaven Khachadourian. Board Member Christine Sommers was absent.

Joseph D'Agostino and Sabrina Davis from PML Management attended the meeting.

**OPEN FORUM**

- There were no open forum items discussed.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made and seconded, and passed by unanimous vote, November 26, 2024, Board of Directors Open Meeting minutes were approved as submitted. It was decided that there would be no open Board Meeting in the month of February. The next open Board meeting will be held on March 25, 2025, at 5:30 pm at the San Mateo Senior Center. Ballot for the election of directors will be tabulated at that meeting.

**REPORTS**

**Financial Statement Review** - The Board reviewed December 31, 2024, financial statement.

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	71	186,108	180,840	5,268	180,840
Total Maint. & Repairs	3,400	49,590	72,840	23,250	72,840
Total Utilities	1,234	21,600	33,080	11,480	33,080
Total Admin. Expenses	8,244	60,296	54,330	(5,966)	54,330
<b>Operating sub total</b>	12,878	131,496	160,250	28,764	
Total Reserve Expenses	0	140,466	41,492	(98,974)	41,492
<b>Total Expenses</b>	12,878	271,952	201,742	(70,210)	201,742
Total Assets		370,917			(20,902)
Total Liabilities		83,050			
Total Fund Balances		287,867	374,487	Est yr. end bal 78%	109%

Board Treasurer Mitra Sadeghi reported that the Association is finishing the fiscal year \$70,210 over budget. This is due to the decision to conduct both phases of 5-year large tree fire break work in 2024 rather than split between 2024 and 2025.

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

Discussion took place regarding poison oak removal. The Board stated that they would talk to the homeowner on Cherrywood to see if they would be willing to share in the cost of the removal.

It was noted that the water cost has leveled out and is within budget for the fiscal year.

It was reported that a request for tree removal and trimming behind unit 1933 Parkwood has been approved. This trimming/removal will be paid for by the homeowner.

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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>
11/22/2024	3404 Oakhill Court	Roof Replacement	Approved 12/2/2024
12/1/2024	1937 Parkwood Drive	Installation of a new garage door	Approved 12/3/2024
12/2/2024	1621 Toyon Court	Exterior Painting – Scheme H	Approved 12/2/2024

***Public Safety / Traffic Safety Committee*** –

Board President, Bob Kiss, reported that the latest update from the Department of Public Works is that the De Anza Speed Cushion Project (part of TAP) is currently planned to be completed by April 2025.

**UNFINISHED BUSINESS**

- **Review Comments to Fine Policy Updates** – The updated fine policy has been sent out for review to the homeowners, any comments are due back in mid-February. It was decided that, at the March 25, 2025, the Board will ratify and adopt the updated fine policy.

**NEW BUSINESS**

- **Approve Annual Insurance Renewals** – It was discussed that the overall master insurance policy has increased. One way to decrease the premium is to reduce the amount of umbrella policy coverage limit from \$15M to \$10M. The savings would be \$1,267 on the overall annual premium. On a motion duly made and seconded and passed by unanimous vote, the Board approved reducing the umbrella policy to \$10M in coverage.
- **Finalize Election Package Contents** – It was reported that the Board candidacy form have been sent out for homeowners who are interested in serving on the Board to fill out. PML to send a draft of the election package to the Board for review prior to sending the voting material out to the membership. Ballots for the election will be opened and tabulated at the March 25, 2025, open Board Meeting.

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**CORRESPONDENCE REVIEW**

- It was reported that there are some visitor parking signs on Allison Court and Chris Lane that are badly faded. There are also two missing visitor parking signs on Westwood Court. It was requested that PML get a proposal to replace 4 visitor parking signs and install two new signs with new poles and send to the Board for review.
- Letter to 1629 Parkwood Drive requesting they remove the dead palm fronds from their palm trees has been sent.
- A homeowner reported that there is water leaking through the pavement in front of 1525 and 1521 De Anza Blvd. These leaks are in the same locations as previously occurred, and are believed to be related to the trenching work conducted by Crown Castle as part of their Small Cell Device installation project. This has been reported to the City of San Mateo, Public Works Department by a Board Member and a homeowner. It was noted that the best course of action for homeowners is to contact DPW directly to put pressure on them to take action.

**ADJOURNMENT**

There being no further business before the Board, the Meeting adjourned at 7:11 pm. The next Open meeting of the Board will be held on March 25, 2025, 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

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Zaven Khachadourian, Secretary  
Sugarloaf HOA