

**SUGARLOAF HOMEOWNERS ASSOCIATION**  
Minutes of the Board of Directors Meeting  
June 24, 2025

**CALL TO ORDER** The June 24, 2025, 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, Alan Robinson and Mitra Sadeghi. Christine Sommers joined via Zoom.

Zaven Khachadourian was absent.

Joseph D'Agostino, Julian D'Agostino and Sabrina Davis represented PML Management.

One additional homeowner attended the meeting.

**OPEN FORUM**

- No homeowners present for open forum.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made and seconded, and passed by unanimous vote, the May 27, 2025, Board of Directors Open Meeting minutes were approved as written. The next open Board meeting will be held on July 22, 2025, at 5:30 pm at the San Mateo Senior Center.

**REPORTS**

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	75	183,390	183,755	152	187,900
Total Maint. & Repairs	2920	13,725	29,375	15,650	70,480
Total Utilities	2,699	8,277	8,355	58	20,000
Total Admin. Expenses	5,570	24,144	23,460	(654)	56,300
<b>Operating sub total</b>	11,189	46,116	61,170	15,054	
Total Reserve Expenses	0	(913)	6,340	7,253	15,216
<b>Total Expenses</b>	11,189	45,203	67,510	22,307	161,996
Total Assets		434,965			
Total Liabilities		9,385			
Total Fund Balances		425,580	323,436	Est yr. end Bal 81%	

Board Treasurer Mitra Sadeghi reported that the association is under budget for the current fiscal year. It was noted that the large tree trimming project for 2025 was still pending review of proposals received. It was requested that PML reach out to A.S.A.P. Collections to get updates on the homeowner in collections and the property lien.

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

- It was reported that the Fire break work has been completed by Cozzolino Landscape. The final inspection with the Fire Department will be on Thursday June 26 at 3:30 pm.

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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>
05/28/25	1501 De Anza Blvd.	Exterior Painting, Scheme H	Approved 06/02/25
03/21/25	1641 Toyon Court	Installation of new window at locations that do not have windows at this time.	Approved 06/17/25

The ACC annual exterior audit has been completed. It was reported that, by unanimous vote of the Board Members, 3509 Broadview was selected to receive the Sugarloaf Best Home Maintenance award as part of the City’s annual recognition program. The homeowner will be recognized by the Mayor at City Hall in a formal presentation to be held later in the summer or early fall.

It was also noted that there is one pending Architectural request for the installation of solar panels that is still under review. The Committee is in the process of reviewing the proposed location of the battery system, which is being requested to be allowed in the front of the home. From the HOA perspective, out of sight locations are typically preferred.

**Public Safety / Traffic Safety Committee** —Board President, Bob Kiss, reported that the speed cushions on De Anza Blvd, part of the Sugarloaf Traffic Action Plan, are still being reported by Public Works to be targeted for installation beginning at the end of July 2025. Design and contractor have already been selected by Public Works. They are not reporting specific cushion locations, but have reported that there will be a total of five speed cushions installed along De Anza between Parkwood Drive and Cherrywood Drive. Homeowners along De Anza should be notified directly by Public Works a few weeks before the project start is officially scheduled.

**Property Managers Report** – No Report

#### **UNFINISHED BUSINESS**

- **Architectural Project Review** – The owner of 1656 Toyon Court was previously approved (last year) for the installation of a new backyard deck. The owners have submitted plans to adjust the previously-approved deck design and perform a remodel of their home that is within the first-floor space with the exception of a small (a few linear feet) bump out at the front bedroom of the home that will not change the current roof line. The Board reviewed the submitted drawing and, on a motion duly made and seconded and passed by unanimous vote, approved the architectural request from 1656 Toyon court as submitted with the drawings.
- **PML Performance Review** – PML stated they would respond to the review provided by the Board in the next few weeks once their review is completed.

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- **2025 Tree Pruning Work Bid review** – PML has received three proposals for the 2025 tree trimming noted in the Tree Management Experts arborist report as follows: Arborco \$7,150.00. Save A Tree \$10,452, Nutrient Treatment \$360.00. Loral Tree \$4,120. On a motion duly made and seconded and passed by unanimous vote, the Board approved Loral Tree Service to perform the 2025 tree trimming work for \$4,120.00. PML was actioned to approve the proposal and inform Loral.

## **NEW BUSINESS**

- **Board of Directors Position Availability** – It was reported that Christine Sommers has been considering to step down from the Board, due to personal obligations, and graciously stayed on until a suitable replacement was identified. The Board has been informing HOA members via the newsletter of the interest in finding a new member of the Board. Aidin Sarabi, the owner of 1641 Toyon Court, has volunteered to serve out the remainder of Christine's term. Aidin provided a brief statement of his interest in helping the HOA conduct its business. He brings professional experience in construction management. On a motion duly made and seconded and passed by unanimous vote, the Board appointed Aidin Sarabi to the Board of Directors to serve the remainder of Christine's position (expires at the 2026 annual election). The Board of Directors thanked Christine for her service on the Board of Directors and wished her the best in the future.

## **CORRESPONDENCE REVIEW**

Request for delivery of documents via email – the Board briefly discussed the plan for encouraging homeowners to receive their HOA documents via email rather than paper mail (USPS). Currently about 50% of homeowners still receive paper mail. Using email saves the HOA money.

Roster update form – The Board briefly discussed the intention to consider revising the roster update form that is used to collect homeowner information needed by the HOA.

Annual fire safety brush trimming cost of \$11,970, which was reviewed by the Board at the last Board meeting but not formally approved. This work has now been completed, subject to Fire Department inspection.

## **ADJOURNMENT**

There being no further business before the Board, the Meeting adjourned at 6:30 pm. The next Open meeting of the Board will be held on July 22, 2025, at 5:30 pm, at the San Mateo Senior Center located at 2645 Alameda de las Pulgas.

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Respectfully Submitted,

Attested by,

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Joseph D'Agostino, CACM  
PML Management Corporation

Bob Kiss, President  
Sugarloaf HOA