

SUGARLOAF HOMEOWNERS ASSOCIATION
Minutes of the Board of Directors Meeting
March 25, 2025

CALL TO ORDER The March 25, 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, Alan Robinson in person and Christine Sommers Mitra Sadeghi and Zaven Khachadourian via zoom.

Joseph D'Agostino and Sabrina Davis 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. It was noted that this item will be placed on the April Meeting agenda for further discussion. It was requested that the homeowner submit drawings and elevations to the Board for review prior to the April Board Meeting.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, and passed by unanimous vote, January 21, 2025, Board of Directors Open Meeting minutes were approved as amended. The next open Board meeting will be held on April 22, 2025, at 5:30 pm at the San Mateo Senior Center.

REPORTS

Financial Statement Review - The Board reviewed February 28, 2025, financial statement.

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	2,633	183,500	181,982	1,518	187,900
Total Maint. & Repairs	2,805	5,205	11,750	6,545	70,480
Total Utilities	1,171	2,827	3,334	507	20,000
Total Admin. Expenses	5,170	8,748	9,384	636	56,300
Operating sub total	9,146	16,780	24,468	7,688	
Total Reserve Expenses	(2,184)	(2,184)	2,536	4,720	15,216
Total Expenses	6,962	14,596	27,004	12,408	161,996
Total Assets		475,555			25,904
Total Liabilities		18,785			
Total Fund Balances		456,770	232,436	Est yr. end Bal 81%	

Board Treasurer Mitra Sadeghi reported that the association is under budget for the current fiscal year.

Landscape Committee – The following was reported:

The electrical Meter that was removed by PG&E was discussed. PML reported that PG&E stated that the meter has not had any use over the past few years. The Committee will reach out to Cozzolino and get their opinion if this is needed to be operational for irrigation.

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Board President, Bob Kiss, reported that he spoke to the owner on Cherrywood regarding sharing in the cost to remove the poison oak bordering that home. It was noted that the homeowner seemed to be receptive to the idea of sharing in the cost of the removal.

PML to prepare and send out an RFP for tree work needed in 2025 to three vendors.

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

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>
02/05/25	1633 De Anza Blvd	Roof Replacement	Approved 02/05/25
03/18/25	1904 Parkwood Drive	Replacement of fence and deck replacement	Approved 03/24/25
03/03/25	1933 Parkwood Drive	Deck replacement	Approved 03/06/25

The Board discussed the request by the homeowner of 1641 Toyon Court to be able to install two new windows at locations where there are no windows at this time. The Board will review this at its April Board meeting.

Public Safety / Traffic Safety Committee —Board President, Bob Kiss, reported that the latest information from DPW is that the speed cushions on De Anza Blvd are targeted to be installed by the end of April. The repairs needed to the tennis courts have been completed. It was requested that PML reach out to First Equity Management and find out if the repairs needed were just cosmetic.

Property Managers Report – PML presented a proposal from Fast Signs to create the needed guest parking signs that have faded out (4) and two (2) that are missing. The cost to create all six signs is \$1,270.96. The cost of having PML install the replacement signs as well as the two new signs is not to exceed \$1,000.00. On a motion duly made and seconded and passed by unanimous vote, the Board approved this project.

UNFINISHED BUSINESS

- **Approve Final updates to Fine Policy** – It was reported that the review period for the new fine policy for the Association has passed with no comments. The updated fine policy is effective as of March 25, 2025.

NEW BUSINESS

- **Receive balloting results from Election Officials to Complete Annual Election** – The votes were tallied by the election officials and the following were the results:
Board of Director Elections –
Alan Robinson – 91 votes

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Mitra Sadeghi – 83 Votes

Tax Reduction Resolution – 93 yes votes 2 no votes.

CORRESPONDENCE REVIEW

- The Board discussed possible options on how to get more owners on email distribution. It was requested that PML send a copy of the request form to the Board for review and add to the agenda for the April Board Meeting.
- It was also requested that PML find out who the owners are who have not sent any contact information to PML and also update the renter information in the system.

ADJOURNMENT

There being no further business before the Board, the Meeting adjourned at 6:50 pm. The next Open meeting of the Board will be held on April 22, 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