

**SUGARLOAF HOMEOWNERS ASSOCIATION**  
Minutes of the Board of Directors Meeting  
May 27, 2025

**CALL TO ORDER** The May 27, 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 Zaven Khachadourian. Christine Sommers and Mitra Sadeghi joined via Zoom.

Joseph 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 April 22, 2025, Board of Directors Open Meeting minutes were approved as written. The next open Board meeting will be held on June 24, 2025, at 5:30 pm at the San Mateo Senior Center.

**REPORTS**

**Financial Statement Review** - The Board reviewed April 30, 2025, financial statement.

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	145	18,3316	18,3164	152	187,900
Total Maint. & Repairs	2,400	10,805	23,500	12,695	70,480
Total Utilities	1,451	5,558	6668	1,110	20,000
Total Admin. Expenses	5,764	18,544	18,769	225	56,300
<b>Operating sub total</b>	9,645	34,907	48,937	14,030	
Total Reserve Expenses	1,271	(913)	5,072	5,985	15,216
<b>Total Expenses</b>	10,916	34,014	54,008	19,994	161,996
Total Assets		444,830			
Total Liabilities		8,135			
Total Fund Balances		436,695	232,436	Est yr. end Bal 81%	

Board Treasurer Mitra Sadeghi reported that the association is under budget for the current fiscal year and inquired if there were any major operating projects coming up. It was noted that the large tree trimming project for 2025 was still pending proposals as well as the brush clearing proposal from Cozzolino. It was requested that PML reach out to A.S.A.P. Collections to make sure they have everything they need to proceed with getting the funds for the past due assessments for the unit that was sold in foreclosure.

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

- The reported leak on De Anza did not cause a spike in the Association's water bill.
- Overall water is running a little over YTD compared to last year.
- Cozzolino trimmed bushes in landscape easement space located near 3401 Douglas Court.

**SUGARLOAF HOMEOWNERS ASSOCIATION**  
Minutes of the Board of Directors Meeting  
May 27, 2025

- 1813 Parkwood inquired about trimming a tree just outside their fence that is hanging over the fence. Landscape Committee Chair, Zaven Khachadourian, discussed this with the owner, and it was noted that the Association will only trim a tree if it is within 10ft of the chimney, as per fire code. The Board discussed that this would be considered trim for view and would be the homeowner's right to trim the tree, but the Association has no obligation to do so. Committee Chair will reach out and let the homeowner know that they can trim the tree but at their expense.
- Arboreal will take another look at the poison oak along Cherrywood Drive near a private home and provide an updated proposal if needed.
- There is a dead tree behind 1949 Parkwood that was not removed last year due to a wasp nest in the tree. It was discussed whether or not this tree should be removed at this time. The decision was made to wait for the Fire Marshal's opinion during the annual inspection.

***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>
05/12/25	3400 Cheryl Court	Exterior Painting in colors Bone (stucco) and Oxford Brown (trim).	Approved 05/13/25
05/22/25	1826 Parkwood Drive	Installation of paving stones in the driveway and backyard	Approved 05/26/25
4/16/25	3509 Broadview Court	Installation of paving stones in the driveway	Approved 4/24/25

It was reported that the company whose products were the basis of the existing paver stone policy for the Association was no longer in business. The two homes above found something similar that was approved, so the paver stone policy will be updated soon to reflect new supplier options.

The ACC annual exterior audit will be completed in June. Board President, Bob Kiss will send out some options on dates to the Board Members and then a decision will be made on when the walkthrough will occur.

It was also noted that there are two pending Architectural review requests that are outstanding, and it was requested that PML check to make sure that the required ACC forms have been submitted by the homeowners.

***Public Safety / Traffic Safety Committee*** —The Board discussed the report issued by PML after they held a discussion with the management company for 1809 Parkwood Drive. Smoking on the property - the management company reported that the tenants are now aware they cannot smoke around the home. The Board pointed out that they need to understand they cannot smoke

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May 27, 2025

anywhere on the 1809 property based on San Mateo City law and the CC&Rs.

The management company reported that the vehicles are registered, and new tires have been installed on at least one vehicle. The Board noted that they need to understand that non-registered vehicles cannot be stored on the property in the driveway and, if this action continues, the homeowner will be subject to fines for future violations.

PML will inform the management company for 1809 Parkwood what was discussed at this Board meeting.

***Property Managers Report*** – No Report

**UNFINISHED BUSINESS**

- **Architectural Project Review** –The Architectural committee and the Board have reviewed the plans submitted from unit 1637 Toyon Court to add a second story to their existing home. The Board discussed the proposal and the CC&Rs architectural controls and called for a vote. On a vote of 4 against and 1 in favor, the proposed addition was not approved by the Board. The Architectural Committee will send the denial outcome to the homeowner via email. PML will need to follow up with the formal notification, as per standard architectural project proposal reviews.
- **PML Performance Review** – The Board reported that they are still working on the PML performance review.

**NEW BUSINESS**

- **2025 Tree Pruning Work Bids Review** – PML is still waiting to receive the proposals for tree trimming. Loral, Arboreal and ArborCo have all been sent the RFP, with information on the location of the trees, but they are all behind in submitting proposals. PML has extended the bid time to two weeks before the June Board meeting – deadline of June 10<sup>th</sup> for proposal submission.

**CORRESPONDENCE REVIEW**

It was requested that PML send a copy of the special notice to Sugarloaf homeowners who rent their homes so it can be reviewed and potentially updated.

**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 June 24, 2025, at 5:30 pm, 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

Zaven Khachadourian, Secretary  
Sugarloaf HOA