

SUGARLOAF HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

April 28, 2026

CALL TO ORDER The April 28, 2026, 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 Zaven Khachadourian, Alan Robinson in person and Bob Kiss, Aiden Sarabi and Mitra Sadeghi via Zoom. Joseph D'Agostino and Sabrina Davis represented PML Management.

OPEN FORUM

The homeowner at 1521 Cherrywood (borders HOA common space) has complained about some Sugarloaf trees next to and near their property which they would like to have trimmed back by the HOA. The home is up for sale and the realtor for the property attended at the request of the homeowner of 1521 Cherrywood. The realtor asked the HOA to pay for trimming the trees. The Board noted that they have the large trees in the common spaces near homes trimmed on a schedule provided by an arborist report that that schedule work based on the health of the trees. There is no work scheduled for 2026 in the Cherrywood area near 1521. In addition, a general fire safety trimming occurs every five years in the common spaces, with the next such fire safety trimming likely in 2029 (last done in 2024). The Board let her know that the owner of the property has the right to trim the trees at their expense at any time, pursuant to requesting HOA approval to do so. But, the Board reiterated that the Association follows the arborist report for scheduled trimming based on tree health and will not be trimming those trees near 1521 at this time.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, and passed by unanimous vote, the March 24, 2026, Board of Directors Open Meeting minutes were approved as submitted. The next open Board meeting will be held on May 26, 2026.

REPORTS

Financial Statement Review - The Board reviewed the March 31, 2026, financial statement.

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
Total Revenue	121	182,496	181,841	655	184,960
Total Maint. & Repairs	3,925	6,756	18,090	11,334	72,340
Total Utilities	2,036	5,133	7,692	2,559	30,760
Total Admin. Expenses	7,024	15,926	14,234	(1,691)	56,920
Operating sub total	12,985	27,815	40,017	12,202	
Total Reserve Expenses	0	0	1,362	1,362	5,457
Total Expenses	12,985	27,815	41,379	13,564	165,477
Total Assets		497,758			
Total Liabilities		7,430			
Total Fund Balances		490,328	354,617	est yr end bal 90%	

Treasurer's Report

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- The Board reviewed the March 31, 2026, financial statement.
- The Board Treasurer, Mitra Sadeghi, is looking into providing specific recommendations on potential new investment options. Two of the institutions she is looking at are Wells Fargo and Fidelity, both of which she feels have promising options for HOAs and should be easier to work with than the previous CD-holder. She is working on getting specifications and will report back to the Board.

Landscape Committee – Landscape Committee Chair, Zaven Khachadourian, reported the following:

- It was reported that water usage has leveled off after a leak was repaired back in February.
- A home on Sugarloaf Drive has had some work done on the front yard landscape, per HOA violation notice.
- A request was received from a homeowner on Toyon Court regarding tree branches near their property. Zaven inspected and found that the tree branches are not near a chimney, so does not require fire safety trimming. In addition, he noted that the tree is not big enough to hit a home if it fell, so does not have a number tag in the arborist report. The homeowner was advised that the association will not be trimming that tree at this time, but they can trim it at their expense if they would like to do so (after receiving HOA approval).
- There are some signs at the tennis courts that have fallen off the fence and need to be re-installed. PML was requested to reach out to Denali.
- Some of the street signs on De Anza are covered by some plantings. PML to reach out to Cozzolino to trim.

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>
03/18/26	3405 Allison Court	Roof Replacement	Approved 03/26/26
03/26/26	3412 Westwood Court	Replacement of fencing and gate	Approved 03/30/26

It was noted that the annual exterior audit would be completed in May or June, specific date TBD.

Public Safety / Traffic Safety Committee –It was reported that the San Mateo Fire Department has been training down fairly frequently on upper Parkwood Drive, partially blocking the street and spraying water out over the street and into the canyon. Traffic flow is restricted when this training occurs. It has also been reported by a homeowner that there has been drone activity in

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the canyon behind Sugarloaf Drive. The Board noted that most of that space is San Mateo Parks property, not HOA common space.

Property Managers Report – The Managers report was provided as a part of the meeting.

UNFINISHED BUSINESS

- **Email Communication Initiative Status Update** – It was requested that Board Members provide an update on their lists to the Board.
- **Significant Architectural Changes – Review Best Practices draft** – This item still needs one final review and is targeted for approval at the next Board Meeting.
- **Rental Properties CC&Rs Compliance Gaps Review** – It was requested that PML send the current list of rental properties they have in their records for the Board to review.

NEW BUSINESS

- **Discuss RFP for 2026 Large Tree Maintenance Work** – It was requested that PML send out the RFP to three tree trimming companies for proposals that will be reviewed at the next Board Meeting. The RFP needs to include removal of the pine tree at the utility box next to 1858 Parkwood Drive, as discussed at a recent Board meeting.
- **Officer Positions Elections** – The Board reviewed the current Officer positions. After discussion, a motion was made, seconded, and passed by unanimous vote to elect the following Board members into specific Officer positions:
President – Bob Kiss
Vice President – Alan Robinson
Treasurer – Mitra Sadeghi
Secretary – Zaven Khachadourian
Member at Large - Aiden Sarabi

PML Contract Renewal – Discussion took place on the renewal of PML's contract. It was noted that there were no changes to the contract other than the fee increase. On a motion duly made and seconded and passed by unanimous vote, the Board approved the renewal of the contract for a seven-month term. The new contract will expire on December 31, 2026. This is the same as the association's fiscal year end. Therefore, the contract can be discussed when the 2027 budget is being prepared and planned for renewal then with a start date of Jan 1, 2027 on a 12-month cycle.

CORRESPONDENCE REVIEW

ADJOURNMENT

There being no further business before the Board, the Meeting adjourned at 6:50pm. The next Open meeting of the Board will be held on May 26, 2026, at 5:30pm at the San Mateo Senior Center located at 2645 Alameda de las Pulgas.

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Respectfully Submitted,

Attested by,

Joseph D'Agostino, CACM
PML Management Corporation

Bob Kiss President
Sugarloaf HOA