

**SUGARLOAF HOMEOWNERS ASSOCIATION**  
 Minutes of the Board of Directors Meeting  
 February 24, 2026

**CALL TO ORDER** The February 24, 2026, open Board meeting, at the San Mateo Senior Center located at 2645 Alameda de las Pulgas, was called to order at 5:37 PM. Board members present in person were Alan Robinson, Bob Kiss, and Zaven Khachadourian (via Zoom). Board Members Aiden Sarabi and Mitra Sadeghi were absent. Sabrina Davis represented PML Management.

**OPEN FORUM**

No homeowners were present for Open Forum.

**APPROVAL OF PREVIOUS MEETING MINUTES**

On a motion duly made and seconded, and passed by unanimous vote, the January 27, 2026, Board of Directors Open Meeting minutes were approved as submitted. The next open Board meeting will be held on March 24, 2026.

**REPORTS**

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

	Month	YTD Actual	YTD Budget	Variance	Yearly Budget
<b>Total Revenue</b>	180,961	180,961	181,147	(186)	184,960
Total Maint. & Repairs	126	126	6,030	5,904	72,340
Total Utilities	1,477	1,477	2,564	1,087	30,760
Total Admin. Expenses	4,061	4,061	4,745	684	56,920
<b>Operating sub total</b>	5,664	5,664	13,339	7,675	
Total Reserve Expenses	0	0	454	454	5,457
<b>Total Expenses</b>	5,664	5,664	13,793	8,129	165,477
Total Assets		519,141			19,483
Total Liabilities		10,617			
Total Fund Balances		508,523	354,617	est yr end bal 90%	

**Treasurer’s Report**

The January 31, 2026 was reviewed by the Board.

- The Board reviewed the 01/2026 reserve bank statement and noted a transfer from the reserve account into the operating account that stated, “brush clearing reimb 2024.” The Board requested PML to clarify if 2024 was written in error and meant 2025.
- The Board reviewed the list of delinquent owners and authorized PML to charge owners who have not paid their 2026 assessment a late fee, as per the Association’s late fee policy, and send them a delinquent letter. The Board also authorized account 62-15610 to go to collections.

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

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- After reviewing the January and February Cal Water invoice, it was noted there was a large increase in water usage indicating a leak in the irrigation system. Cozzolino Landscapes was able to locate the leak and make the necessary repairs.
- The Board approved the removal of the tree trunk that fell during a previous storm and repair the irrigation lines, both of which have been completed. Cozzolino is going to spread wood chips over the exposed irrigation lines during the annual tree maintenance project.

**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>
02/03/26	1858 Parkwood Drive	Replacement of some gutters and downspouts	Approved 02/05/26

It was noted that PML sent a previously approved architectural letter to the incorrect homeowner. PML stated they would correct the letter and send it to the correct homeowner.

**Public Safety / Traffic Safety Committee** –It was noted a tenant who lives along De Anza had sent in correspondence about the speed cushions and vehicles going around the speed cushions by driving into the bike lane. President Bob Kiss let the tenant know to contact the City of San Mateo. Bob Kiss also stated that he has noticed traffic moving at a slower rate now that the speed cushions have been installed.

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

**UNFINISHED BUSINESS**

- **Email Communication Initiative Status Update**–It was reported that some email communication forms are still coming in as the Board Members reach out to homeowners. Board Members have been directed to continue to reach out to members not signed up.
- **Significant Architectural Changes – Review Best Practices draft** – The most recent updates have been reviewed. Bob will meet offline with Aidin to finalize the document for the architectural committee and Board to use as guidance once finalized.

**NEW BUSINESS**

- **Rental Properties CC&Rs Compliance Gaps Review** – The Board reviewed a roster of homeowners who are listed as rental properties. It was noted that multiple units either have not notified the Association of the current tenants or have incomplete tenant information. It was requested that PML reach out to those unit owners, notifying them of the CC&Rs section regarding rental properties and to inform them that any further

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inaction will result in them being called to a hearing with the Board, at which time, a fine may be imposed.

**CORRESPONDENCE REVIEW**

- The Board noted that all correspondence received needs to be included in either the Board packet or the Managers Report.

**ADJOURNMENT**

There being no further business before the Board, the Meeting adjourned at 6:25pm. The next Open meeting of the Board will be held on March 24, 2026 at 5:30pm 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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Bob Kiss President  
Sugarloaf HOA