

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

**CALL TO ORDER** The March 24, 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 in were Bob Kiss, Zaven Khachadourian, and Aiden Sarabi (via Zoom). Board Members Alan Robinson and Mitra Sadeghi were absent. Joseph D’Agostino and 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 February 24, 2026, Board of Directors Open Meeting minutes were approved as submitted. The next open Board meeting will be held on April 28, 2026.

**REPORTS**

**Financial Statement Review** - The Board reviewed the February 28, 2026, financial statement.

|                            | Month | YTD Actual | YTD Budget | Variance              | Yearly Budget |
|----------------------------|-------|------------|------------|-----------------------|---------------|
| <b>Total Revenue</b>       | 1,414 | 182,376    | 181,494    | 882                   | 184,960       |
| Total Maint. & Repairs     | 2,705 | 2,831      | 12,060     | 9,229                 | 72,340        |
| Total Utilities            | 1,620 | 3,097      | 5,128      | 2,031                 | 30,760        |
| Total Admin. Expenses      | 4,821 | 8,902      | 9,490      | 588                   | 56,920        |
| <b>Operating sub total</b> | 9,146 | 14,830     | 26,678     | 11,848                |               |
| Total Reserve Expenses     | 0     | 0          | 908        | 908                   | 5,457         |
| <b>Total Expenses</b>      | 9146  | 14830      | 27586      | 12,756                | 165,477       |
| Total Assets               |       | 511,940    |            |                       |               |
| Total Liabilities          |       | 8,748      |            |                       |               |
| Total Fund Balances        |       | 503,192    | 354,617    | est yr end bal<br>90% |               |

***Treasurer’s Report***

- The Board reviewed the February 28, 2026 financial statement. Board Treasurer, Mitra Sadeghi was absent.
- It was confirmed that the Reserve CD was closed out and the funds were transferred into the Reserve Money Market account. The Board Treasurer is tasked with providing recommendations on potential new investment options besides remaining in the Money Market account (e.g., CD or other higher yielding approach).

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

- It was reported that there was a water meter that was leaking on Leaf wood Court in February. It has since been repaired but the Committee is expecting a spike in water usage during the period it was leaking.
- It was requested that a small pine tree located on common space near 1858 Parkwood be added to the removal list for tree work to be completed in 2026 due to its close proximity to utility boxes.
- 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. It was discussed that we will first try to determine if there are tree number tags on these trees so they can be looked up on the Arborist list to see what the health of the trees are and when they are next scheduled to be trimmed.

**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>      |
|----------------------|---------------------|---------------------------------|--------------------|
| 02/25/26             | 1637 Toyon Court    | Roof Replacement                | Approved 02/28/26. |
| 03/12/26             | 1846 Parkwood Drive | Replacement of windows          | Approved 03/13/26  |
| 03/11/26             | 1813 Parkwood Drive | Installation of new fence slats | Approved 03/22/26  |

**Public Safety / Traffic Safety Committee** –It was reported that there have been rattlesnake sightings around the property and the need for residents to be mindful of this when walking around the property. Notification has been made both through the newsletters as well as in an email alert that was recently sent by PML on behalf of the Board.

**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 a few of the Board Members are still working on getting people to sign up for email distribution and all should be completed by the April Board Meeting.
- **Significant Architectural Changes – Review Best Practices draft** – This item still needs one final review and is targeted for approval at the next Board Meeting.

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- **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**

- **Complete Annual Election Process (Results of Vote Count)** – The ballots received were tallied by the election officials, Laure McElligot and Vladimir Sadilek and they reported the following:  
Election of Three Directors: Bob Kiss (94 Votes), Aiden Sarabi (81 Votes), and Zaven Khachadourian (79 Votes). All three were elected to serve a two-year term on the Board of Directors.  
The tax reduction resolution passed on a vote of 89 in favor, 0 against and 2 abstentions.

#### **CORRESPONDENCE REVIEW**

The following was reviewed:

Letter regarding landscape condition on Sugarloaf Drive

Email regarding speed humps on De Anza Blvd.

#### **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 April 28, 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