

# SUGARLOAF NEWS

The Newsletter of  
Sugarloaf Homeowners  
Association  
March 2008

## PRESIDENT'S CORNER

Greetings to all Sugarloaf Association Members!

Thanks to all members who participated in the annual election process. As of the writing of the newsletter, sufficient ballots have been obtained to constitute a quorum of votes (at least 114). Therefore, the election process will be completed at the next Board Meeting (Tuesday, March 25). This will complete the election of three directors, and decisions should be made on the annual tax resolution and the revisions to our Bylaws and Declaration (CC&Rs). The election results will be communicated in the April newsletter and in the March Board Meeting minutes. I'd like to thank all the candidates who ran for the directors positions for volunteering their services to the association. The Board is always looking for members who have time and energy to share with the association. As a follow-up to the election, the Board will also elect officers and appoint committee chairs at the next Board Meeting.

The Board is working on a potentially large project to review the state of large trees on common space near homes. Bids will be solicited in the very near future and the Board will be reviewing bids to make decisions in the coming months. The objective here is to address issues where large trees maintained by the association are encroaching too close to homes from a fire safety or falling damage perspective. Stay tuned for updates soon.

Please note that our website ([www.sugarloafhoa.org](http://www.sugarloafhoa.org)) has been active since January. Please take a moment to visit and see what information is readily accessible to each of us. Our governing documents (Bylaws and CC&Rs) are posted for your convenience, but you will need a password to open them (password provided in hardcopy letter). Also please note that, from the home page, you can sign up to receive electronic communications from our association (e.g. board meeting announcements, monthly newsletters, etc.). For the time being, any electronic communication would be in addition to the paper copies you receive via US Mail. In the future, we hope to develop a system whereby you can agree to receive all your communications electronically, which would save the association a significant amount of money. If you haven't paid your 2008 association dues yet, please note that the payments were due by February 15. Please act now to avoid late penalties.

Thanks once again for your support of our Association!  
Bob Kiss ([president@sugarloafhoa.org](mailto:president@sugarloafhoa.org))

## NEED SERVICE, HAVE A QUESTION?



Do you want to get in touch with your association manager or need a service request taken care of?

You may contact the following for ***immediate service:***

Receptionist at ext. 100, Sabrina at ext. 122, or Debbie at ext. 121, you may also send an email to:

***[Debbie@pmlmanagement.com](mailto:Debbie@pmlmanagement.com)*** or

***[Sabrina@pmlmanagement.com](mailto:Sabrina@pmlmanagement.com)***.

If there is something which you would like to bring to the Board's attention, submit your concern in writing at least one week before the Meeting (see date below) and then come to the monthly Board Meeting to present your issue.

If you want to know more about PML, visit its web site at: [www.pmlmanagement.com](http://www.pmlmanagement.com).

## CONTACTING OTHER HOMEOWNERS

From time to time, an owner may want to directly contact another owner, but may not have a contact phone number. This often involves non-resident owners. Please be advised that the property manager (PML) and the Board are not allowed to provide phone numbers without the express permission of the owner in question. If you need to contact another owner and don't have a phone number, you may ask PML to contact the owner and either forward your information to them or ask them if they give authorization for PML to provide their phone number to the requestor. Thanks for your understanding of this privacy issue.

## ARCHITECTURAL COMMITTEE

Please note that Brent Matheny has had to step down as chair of the committee. Bob Kiss will be the acting chair until the new chair is identified. The Board is seeking volunteers to serve on the committee. Please contact Bob if you'd like more information.

The committee would like to remind owners of the importance in notifying your neighbors when you are proposing changes to your home exterior. The architectural project form (available from the website, PML, or a committee member) is the means by which you document that your neighbors have been notified and are in agreement (if appropriate) with your proposed changes. For

(OVER)

example, when painting, your contractor may need access to your neighbor's property to complete the job.

Finally, the annual exterior audit will likely take place in the next month or two. This is the process by which the Board helps to ensure that we all work to maintain property values. We've made a lot of progress in the last two years and we look forward to your support in addressing any significant issues identified this year.

#### LANDSCAPE

The sprinklers will be turned on at the end of March. If you have any comments on the sprinkler system, please call Debbie of PML at 349-9113x121. Director Miles Dooher is handling the sprinkler and irrigation issues. The Spring firebreak work will start in April. Lee's Gardening Service who will be wearing green shirts and hats with emblems, will be working on the firebreaks. Please refer comments to Debbie of PML at extension 121 or Sabrina of PML at extension 122.

#### PUBLIC SAFETY

If aggressive solicitors ring your doorbell; do not let them in, call the San Mateo Police Department at 522-7722...make a "Suspicious Persons Report". This is the safest approach and allow the police to hand it.

Frank O'Neill, Chair

#### COMMITTEES

##### Architectural

Bob Kiss – (650) 212-5477

[accmember2@sugarloafhoa.org](mailto:accmember2@sugarloafhoa.org)

##### Landscape

Frank O'Neill – [fconeill@sbcglobal.net](mailto:fconeill@sbcglobal.net)

If any member has any landscaping or sprinkler concerns, you can reach Debbie of PML either by phone at (650) 349-9113x121 or by email at: [debbie@pmlmanagement.com](mailto:debbie@pmlmanagement.com).

##### Public Safety

Frank O'Neill – [fconeill@sbcglobal.net](mailto:fconeill@sbcglobal.net)

#### YOUR BOARD of DIRECTORS

#Bob Kiss	President
*Larry Connell	Treasurer
#Miles Dooher	Secretary
#Frank O'Neill	Director
*Mark Brosche	Director
#Term ends at 2008 election	*Term ends at 2009 election

#### IMPORTANT NUMBERS

PML Management Corporation

655 Mariners Island Blvd., Suite 301, San Mateo, CA 94404-1011

Telephone:.....(650) 349-9113

Fax:.....(650) 349-9190

E-mail: [debbie@pmlmanagement.com](mailto:debbie@pmlmanagement.com) or

[sabrina@pmlmanagement.com](mailto:sabrina@pmlmanagement.com)

Life Threatening Emergencies:.....911

Other Emergencies:.....(650) 349-9113

San Mateo Police (Non-Emergency) .....(650) 522-7700

#### NEXT BOARD MEETING

The next Board of Directors Meeting will be held on **Tuesday, March 25<sup>th</sup>, 2008 at 5:30pm** in the office of PML Management.

##### Directions

##### From 92

1. Take 92 East
2. Exit Mariners Island Blvd.
3. Take a right at the exit light, at Mariners Island Blvd.
4. Keep straight until you reach Trader Lane  
(Approx. three (3) stop lights)
5. PML Management is located at the **FIRST** driveway on the right hand side after you cross Trader Lane.

**PML Management**  
**655 Mariners Island Blvd., #301,**  
**San Mateo, CA 94404**

##### Board Meeting Agenda:

- I. Call to Order
- II. Open Forum (5 Min Max Per Homeowner)
- III. Agenda Approval / Calendar Review
- IV. Approval of Previous Board Meeting Minutes
- V. Reports
  - a. Treasurer
  - b. Landscape Committee
  - c. Architectural Committee
- VI. Unfinished Business
  - a. Large Tree Pruning – Bid Package Review
  - b. Landscape Contract Final Review
- VII. New Business
  - a. Reporting of Election Results
  - b. Election of Officers / Appointment of Committee Chairs
  - c. Landscape Compliance Issue
  - d. 2007 Audit
- VIII. Pending Items
  - a. Painting Compliance Issue
- IX. Correspondence Review
- X. Adjournment