

SUGARLOAF NEWS

PRESIDENT'S CORNER

Happy Thanksgiving to Sugarloaf Association Members!

As mentioned last month, two of the most important events of our calendar year are upon us – approving the budget for the coming year and holding our annual elections for the Board of Directors.

The final draft budget for 2010 will be reviewed for approval at our upcoming Board meeting next week. The final budget will determine the level of annual dues required in 2010. Please come to the Board meeting if you would like to contribute to the discussion. You will receive a copy of the approved budget information by early December.

Our annual elections will occur in late January. There will be three open director positions – the one currently occupied by me, the one currently occupied by Vice President Jack Albrecht, and the one currently occupied by Miles Dooher. If you would like to help in running your association, please offer your services. We'd love to have your help! Please contact PML or a board member if you are interested or have questions. Director candidates must submit a short candidacy statement (per a template provided to you by PML).

Finally, I am happy to inform you that the Association has received a payment from the city of San Mateo to reimburse us for costs associated with the 2009 firebreak brush clearing in areas neighboring our development which overlap with city property. This reimbursement resulted from extensive negotiations between several Board members and the city Fire Marshal's office. We are still negotiating a long-term agreement with the city for cost-sharing each year, but wanted to communicate to you our success in receiving 2009 funds. Many thanks to our Landscape Chair, Miles Dooher, for leading the charge on this effort.

Thanks once again for your support of our Association.

Bob Kiss (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: Call PML at (650) 349-9113 and dial the

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

sabrina@pmlmanagement.com or
debbie@pmlmanagement.com.

If there is something that you would like to bring to the Board's attention, submit your concern in writing at least one week before the next 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.

ARCHITECTURAL COMMITTEE

Thanks to those owners who have addressed their 2009 external audit findings (about 50% of contacted owners have responded). If you have questions about audit findings regarding your property, please don't hesitate to contact the committee or PML.

Please note that garage door color is an integral element of the home's color scheme. When replacing garage doors, an architectural project form must be submitted for approval. This will ensure that the proper door color is being provided. New doors often need to be painted to match the house color scheme. The rules for garage door coloration are available on our website, or contact the committee (www.sugarloafhoa.org/architectural.html).

LANDSCAPE

In November, the maintenance crew, in addition to their regular work:

- Finished spreading wood chips at Parkwood Circle. The remaining chips will be spread at lower De Anza in common areas off the sidewalks under the Oak trees.
- Trimmed Pear tree branches hanging over fence in common area behind Leafwood.

Planned for December, in addition to regular work:

- Monitor drain swales for any debris build up.
- Finish trimming of plant material at Westwood-Allison.

Our Sugarloaf sign at Parkwood and De Anza is in need of structure repair due to dry rot. The Committee is in the process of getting bids for the job.

We welcome comments. Any questions, please contact Sabrina at PML: (650) 349-9113x122

VISITOR PARKING

Please be reminded that, per Section 5.04 of our Declaration, all parking spaces (other than home driveways) on our private lanes are designated as guest parking. Owners or tenants shall not park in these spaces on a regular basis, including consistent overnight parking.

PUBLIC SAFETY

Holiday Season is upon us. If you'll be installing holiday lighting, please review the following safety tips, courtesy of the Consumer Safety Products Commission

- Choose lights that have been tested and deemed safe by a reputable testing laboratory, the best are UL or ETL. Lights listed as safe by these laboratories will note that on the packaging.
- Try to use the cooler-burning "mini" lights as opposed to the traditional larger bulbs. The older style burns much hotter.
- Only use lights that have fuses in the plugs.
- Inspect each set of lights - old or new - for damage. Return or throw out any set with cracked or broken sockets, frayed or bare wires, or loose connections.
- Replace burned out bulbs promptly with bulbs of the same wattage.
- Never hang lights on a metal tree. The tree can become charged with electricity and shock someone. The tree can also short out the lights and cause a fire.
- For outdoors use, make sure to use outdoor lights. The packaging will note whether the lights can be used indoors, outdoors, or both.
- All outdoor electrical decorations should be plugged into a ground-fault circuit interrupter (GFCI). You can buy portable units for outdoor use, or you can have them permanently installed by an electrician.
- Use extension cords properly. Outdoor cords can be used inside or outside. Do not overload extension cords - they can get hot enough to burn.
- Secure outside lights with insulated holders (never use tacks or nails) or run strings of lights through hooks.
- When you leave or go to bed at night, turn off your holiday lights.
- Never pull on a string of lights, it stresses the cords and can lead to fraying. Store lights loosely wrapped for the same reason.

Reference:
United States CPSC. *CPSC Announces Holiday Season Decorating Safety Tips*. Washington, DC: Office of Information and Public Affairs 13 Dec 2004.

OUR GOVERNING DOCUMENTS

As a reminder, the Association Bylaws and the Declaration (CC&Rs) are posted on our website for your convenience, but you will need a password to open them (password in the newsletter copy mailed to you).

COMMITTEES

(Chair) Bob Kiss – (650) 212-5477
architecturechair@sugarloafhoa.org

Landscape

(Chair) Miles Dooher – jmdooher@comcast.net
Jack Albrecht – Nothometoday@earthlink.net
If any member has any landscaping or sprinkler concerns, you can reach Sabrina of PML either by phone at (650) 349-9113 x122 or by email at: sabrina@pmlmanagement.com.

Public Safety

(Chair) Larry Connell – lconnell@cbtnorcal.com

YOUR BOARD of DIRECTORS

#Bob Kiss	President
#Jack Albrecht	Vice-President
*Larry Connell	Treasurer
*Rhoda Meade	Secretary
#Miles Dooher	At-Large
*Term ends at 2011 election #Term ends at 2010 election	

IMPORTANT NUMBERS

PML Management Corporation
655 Mariners Island Blvd., Suite 301
San Mateo, CA 94404-1011
Telephone/Fax: (650) 349-9113/ (650) 349-9190
Fax: (650) 349-9190
E-mail: sabrina@pmlmanagement.com or debbie@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, November 24, 2009 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:

Call to Order
Open Forum (5 min limit per topic)
Agenda Approval / Calendar Review
Approval of Previous Minutes
Reports (Treasurer, Landscape, Architecture)

Unfinished Business:
Firebreak Agreement with City of San Mateo
Budget and Reserve Study Preparation/Approval
Sewer Laterals Letter to Owners - Approval

New Business:
Review materials for budget package and annual meeting package
Election 2010 Preparations

Review Correspondence