

# SUGARLOAF NEWS

## PRESIDENT'S CORNER

**Budget and Dues for 2015** – The Board approved the 2015 budget at our last Board meeting, covering both for our ongoing routine operational expenses as well as our reserve funds (periodic large expenditures, such as fire break projects, street and sidewalk repairs, irrigation systems lifecycle management, etc.). Given the budget analysis, the Board decided that annual dues for 2015 will remain at \$700 per unit ☺. Your Board and PML Mgmt worked hard to ensure the planning was accurate while also being sensitive to potential cost increases. This 2015 budget reflects well on both counts, and I thank the Board, and Debbie from PML, for their hard work.

**Annual Elections** – As mentioned last month, we have begun our preparations for the annual elections. **We need your involvement, in two ways!!** Most of the current Board members have served for many years, and we need to see some new faces on our Board. And it really does not take a lot of your time. Please consider joining the Board – contact PML or any Board member for info, or just come to a meeting. Also, it is your duty as a member of this association to take the few minutes it requires to cast your vote in the annual election. We must establish a quorum of votes to complete the election process. Given the difficulties we continue to have in achieving a quorum on time, the Board is considering several actions to help ensure compliance with the election process. These include the possibility of fines being assessed. I hope we don't have to go there.

Thanks once again for your support of our association.

Bob Kiss, HOA President (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,

Debbie (our manager) at ext. 121, or send an email to:

**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 the PML web site at: [www.pmlmanagement.com](http://www.pmlmanagement.com).

## ARCHITECTURAL COMMITTEE

Please remember that all exterior architectural changes require approval by the architectural control committee, as per our

CC&Rs. This includes re-painting, re-roofing, new garage doors, new fences, new windows, new driveways, adding skylights or solar panels, etc. Please visit our website for lots of good information and the project form you'll need to submit. Thanks in advance for following HOA procedures. It makes the rest much easier...

## LANDSCAPE

In addition to standard activities (e.g., litter removal), the following work was or will be performed in common / easement areas during Nov/Dec:

- Crew will continue to inspect and keep drains free of debris
- The irrigation systems have been turned off for the winter
- Re-programmed irrigation control box near Parkwood circle that had failed. Thanks to the homeowner that notified PML during the weekend.
- Dead Oak tree located in common area between Douglas Ct. and Cherrywood was removed
- Dead Alder trees removed in common area between Cheryl Ct. and Chris Lane
- Traffic barrier repair work at the end of the private lanes along De Anza completed
- Home on Leafwood Court cleaned up their front yard after citation from PML and the Landscape committee. Please don't make the committee initiate a citation against your property! Keep things up to community standards.

The Landscape committee is meeting with Jim Cozzolino, our landscaper, to develop a 5-year plan to revitalize our irrigation system.

This is a gentle reminder to homeowners on the private lanes off De Anza – your mailboxes should not be placed on the traffic barriers or otherwise on HOA property. Any such boxes should be relocated to a typical post on homeowner property, as done for other homes.

Finally, please do not trim/cut any trees in common areas. Branches from common area trees that overhang a homeowner's yard are not trimmed by the HOA unless they present a fire hazard. If you want to trim for view (at your cost), or have a concern, call PML or talk to a Board member. We have a process to follow. The first step is for you to identify the work you would like done. The HOA has a list of approved arborists/firms that can perform work on HOA trees. You would submit a quotation from one of these approved firms to the HOA for board approval before any work is performed. Thanks for your cooperation.

## TRASH / RECYCLING – PLEASE FOLLOW CC&Rs & CITY LAWS

Please remember that, per CC&Rs Section 5.08 (**and per SM City Code!**), your trash and recycling bins need to be kept out of sight, except on pickup day or the day prior. They may not be stored anywhere in sight from a street, neighboring lot, or common area. Let's all help keep the neighborhood looking nice.

**Holiday Trash/Recycle Pickups Delayed!** – Christmas week pickup will be on Sat 12/27; New Year's week pickup on Sat 1/3.

## 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 your personal copy of the newsletter).

## PUBLIC SAFETY

**"See Something / Say Something"** – As always, please keep an eye out for behaviors that don't make sense, and call the police as necessary. Better safe than sorry. Use 650-522-7700 for non-emergencies.

## EVENTS AROUND TOWN / DID YOU KNOW?

- **Farmer's Market Every Sat 9 am – 1 pm.** College of San Mateo (W. Hillsdale & CSM Drive – Beethoven Parking Lot).
- **The Sky Tonight Planetarium Show** - This popular show takes place on the 2<sup>nd</sup> Friday of the month (next one Dec 12) in the CSM Planetarium (Bldg 36). There are two shows, 7:30 and 8:20 pm, and admission is free! (first come-first serve). For more info, visit [collegeofsanmateo.edu/astronomy/planetarium.asp](http://collegeofsanmateo.edu/astronomy/planetarium.asp).
- **Community Education** - Hundreds of short classes for you! More info at [www.communityed.smccd.edu](http://www.communityed.smccd.edu) or 650-574-6149.
- **Spring CSM Registration** - General registration starts Nov 11. See [collegeofsanmateo.edu/schedule](http://collegeofsanmateo.edu/schedule) for more info.
- **Free Tax Services at CSM** - Provided by CSM students in Volunteer Income Tax Preparation Class. To qualify, last year's income must be less than \$53,000. More information at [vita2smccd.edu](http://vita2smccd.edu) or (650)378-7323.
- **2015 CSM Athletics Hall of Fame Induction** – Jan 23, 2015, 5pm. Register at [www.Collegeofsanmateo.edu/halloffame](http://www.Collegeofsanmateo.edu/halloffame).
- **Notify Me!** – The City of San Mateo makes it easy to stay up-to-date on what's happening in city governance and in the community. Visit [www.cityofsanmateo.org/notifyme](http://www.cityofsanmateo.org/notifyme) to sign up for email notifications from various city offices!
- **City Newsletter** – tons of information about city programs and summer events can be found at: [www.cityofsanmateo.org/DocumentView.aspx?DID=10758](http://www.cityofsanmateo.org/DocumentView.aspx?DID=10758).
- **San Mateo County Newsletter** – tons of information about county programs and events can be found at: <http://sanmateocountynews.wordpress.com>.
- **(New) San Mateo County/Silicon Valley Convention & Visitors Bureau.** Lot of great Info! – check it out at [www.smccvb.com](http://www.smccvb.com).

## COMMITTEES

### Architecture

(Chair) Bob Kiss – (650) 212-5477

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

### Landscape

(Chair) Miles Dooher & Jack Albrecht -

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

If any member has any landscaping or sprinkler concerns, contact Debbie at PML.

### Public Safety

(Chair) Bob Kiss – [publicsafety@sugarloafhoa.org](mailto:publicsafety@sugarloafhoa.org)

## YOUR BOARD of DIRECTORS

#Bob Kiss	President
*Bob Kozak	Vice-President
#Jack Albrecht	Treasurer
*Emile Nurisso	Secretary
#Miles Dooher	At-Large

\*Term ends at 2015 election #Term ends at 2016 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

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

Life Threatening Emergencies:..... 911

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

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

## NEXT BOARD OF DIRECTORS MEETING

The next Meeting will be held on **Tuesday, November 25**, at 5:30 pm at the office of PML Management.

### Directions - From 92 Eastbound

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

### Board Meeting Agenda:

1. Call to Order
2. Open Forum (5 min limit per topic)
3. Agenda Approval / Calendar Review
4. Approval of Previous Minutes
5. Reports (Treasurer, Landscape, Architecture, Safety)
6. Unfinished Business:
  - HOA Document Storage Review
  - Annual Meeting & Election Planning
7. New Business:
  - Insurance Policy Renewal for 1/19/2015
8. Correspondence Review
9. Executive Session