

# SUGARLOAF NEWS

## PRESIDENT'S CORNER

**Annual Meeting and Elections** – Thanks to the nearly 30 HOA members who attended the Annual Meeting on Tuesday, January 20. At the annual meeting, there were updates on the traffic visibility issue at the corner of Parkwood and De Anza (the city has indicated they will extend a red zone), open discussions about a fine policy for repeated violations of CC&R requirements, and about potential restrictions on rentals within the association.

**Importantly**, I need to remind everyone of your duty as a member of this association to cast your vote in the annual election. You received the ballot in late January. We must establish a quorum of votes to complete the election process. It takes only a few minutes to complete and return your ballot by mail, but they must be received at PML by no later than Thursday, Feb 26. Please contact PML ASAP if you need a new ballot.

Finally, as a reminder, **annual dues became delinquent after Feb 15!** Please contact PML if you have a financial hardship. Please don't ignore the dues invoice; that only makes matters worse ☹

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. Also, any **satellite dishes or antennas** that will be visible from the outside of the residence **must be first approved in writing**. Please visit our website for lots of useful information and the project form you'll need to submit.

As a reminder, holiday lighting was requested to be removed by February 15. Thanks!

## LANDSCAPE

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

- Cleaned up and removed tree debris from Feb storm
- Trimmed shrubbery on Toyon and Parkwood
- Raked around all storm drains, will continue to monitor drains
- Set irrigation controllers to water once a week, will adjust according to weather.

We had one tree along Parkwood down from the Feb weekend storm (nothing came down during the December storm). The tree did hit a house, but caused very little damage to the house or yard. Phase 3 of our tree maintenance program is scheduled to start in March.

At the Board meeting this month, we will finalize our plans to upgrade the irrigation control system. This project will start with testing new equipment in irrigation zone 8 (upper Parkwood).

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.

Also, please recall that city code also requires **picking up after your dog**. Please be considerate of others' (including common space) property.

## 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 provided in your personal newsletter copy).

## 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.

Also, please remember that **dogs must be on leashes** when outside your home or enclosed yard. Running loose is not only a safety issue for our residents, but also for the dogs!

## 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 Mar 13) 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.
- **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.
- **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 **Thursday, Feb 26**, 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:  
Completion of Annual Election Process  
Review of Draft Fine Policy
7. New Business:  
Board Appointment of Officer Positions
8. Correspondence Review
9. Executive Session