

# SUGARLOAF NEWS

## PRESIDENT'S CORNER

**Happy New Year!** – On behalf of your Board of Directors, all our best wishes for a great new year in 2016!

**Annual Members Meeting and Election Process** – Our first order of business in 2016 is to hold our annual members meeting, which will be on Thursday, January 28, at 6:30 pm at Beresford Rec Center. You will receive a meeting packet with the details, but a few highlights include hearing from **guest speaker Larry Patterson, the City Manager for San Mateo**. He'll make some brief remarks about our city and then take Q&A. Please don't miss this opportunity to interact with our City Manager! We'll also hear reports from our various committees, introduce candidates for our annual election process (three directors spots up for election), and have an Open Forum with your Board. Importantly, the Open Forum will include time to discuss our new **Fine Policy**, of which you received the final draft in the meeting packet. This is an opportunity to influence the final policy through your feedback. We'll also discuss a potential amendment to our governing document (Declaration/CCRs) regarding **rental property restrictions** within Sugarloaf HOA. There is still time to run for a director's position. Please consider giving back to your neighborhood! Contact PML to become a candidate for the Board ☺. Hope to see you at the annual meeting! The **Annual Election Ballot** will go to you via US Mail in the week following the meeting. It **will be due back to PML by Mar 17**. Please address this promptly. We must have your votes to complete the process. Please don't make us chase you to return your ballot – this is unfair to the Board members who volunteer their time to run the HOA. Thank you!

You should have received your **annual HOA fees invoice** (\$700 – no change from last year!) via US Mail. The payment will be **delinquent if not received by Feb 15**.

Finally, a reminder about **parking** – Visitor spaces are for visitors, not owners/tenants (per CC&Rs 5.04). Per our forthcoming Fine Policy, fines will be assessed for violations. Additionally, cars left on public streets for more than 72 hours can be cited as abandoned vehicles (650-522-7766). City streets are not for vehicle storage. This is what driveways and garages are for. We get complaints all the time about vehicle storage on streets and visitor parking violations. Please be courteous to neighbors and obey city law and our visitor parking requirements.

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](mailto: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

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, fences, windows, driveways, adding skylights or solar panels, etc. Also, if you intend to install a **satellite dish or antenna** that will be visible from the outside of the residence, please contact the committee to discuss placement (see Article 6.03). Please visit our website for lots of useful information and the project form you'll need to submit.

## LANDSCAPE

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

- Crew inspected and cleared all debris in our common/easement area drains and does so after every storm.
- Repaired the drainage ditch behind Sugarloaf Drive

**2015 Summary** - We were able to reduce the irrigation by 33% and not cause any serious damage to the landscaping in the common areas. Some trees showed stress, but they should recover with winter rains. Put the upgrading of the irrigation system on hold because of the drought; plan to get back on track in 2016. Fewer tree problems, one tree and some branches on Parkwood. Completed Phase 3 of our Tree program, and believe this is why we are experiencing fewer tree problems, along with the mild winter. SMFD inspected and approved the 100 ft. defensible fire area project done every summer.

**2016 will be the year of El Nino (hopefully)** - Our crew will continue to inspect and clear debris in our common/easement area drains, especially after every storm. Will complete Phase 4 of the tree program; after phase 5, will start all over again. It is very important we continue to monitor the trees in the common/easement areas. We plan to reseed the private streets off of De Anza in the spring of 2016. Stay tuned!

We remind homeowners of their responsibility to keep front landscape in good appearance. A brown lawn is acceptable; weeds are not. Trees also need to be trimmed. When doing yard work near common area, be aware of our irrigation pipes. Our

crew recently had to repair a broken irrigation pipe in an easement area on Toyon. A homeowner's gardener broke the pipe while digging in that area. If in doubt, ask for help! Otherwise, you are responsible for any damage.

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, 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. Bins may not be stored anywhere in sight from a street, neighboring lot, or common area. Let's all help keep the neighborhood looking nice.

#### 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 copy).

#### PUBLIC SAFETY

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

Please mark your calendar that the city of San Mateo Public Works Department is holding a series of **Traffic Concerns Outreach Forums** through May. Our area will be discussed on Thursday, April 14, 7-9 pm at Hillsdale High cafeteria. For more info - <http://www.cityofsanmateo.org/index.aspx?NID=3127>. Hope to see you there!

#### 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 Feb 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).
- **Artist Walking in Cuba and Niger** - CSM Instructor exhibits paintings at SF Civic Center, thru Fri Jan 29, 9 am - 5:30 pm. <http://www.susanmatthewsgallery.com>.
- **Wounded Warrior Amputees vs. NFL Alumni - A Game of Honor** - Sat, Feb 6, 12 - 3pm, College Heights Stadium, \$10 adults/kids free. <http://collegeofsanmateo.edu/football>.
- **CSM Spring '16** (<https://webschedule.smccd.edu/default.php>) starts Jan 20. Registration thru February 2.
- **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** – Information about city programs and events: [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.** Lots 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 Doohar & Jack Albrecht -

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

If any member has any landscaping or common area 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 Doohar	At-Large

\*Term ends at 2017 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, Jan 28**, directly after the Annual Meeting at Beresford Rec Center at 2720 Alameda de las Pulgas (which starts at 6:30 pm).

##### 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:
  - Continue Fine Policy Discussion/Feedback Review
  - Insurance Policy Renewals
  - Rental Restrictions Discussion
7. Correspondence Review
8. Executive Session