

#### PRESIDENT'S CORNER

**Preparing for Winter** – As we say goodbye to the summer, it's time to think about preparing for winter's rains. You should check and clear your roof gutters and drains around your property.

**Board of Director Election Around the Corner** – It's already nearing the time for the annual BOD election. There will be three positions up for election come January. Please consider joining the Board. It's not a huge time commitment, and you are helping to run our HOA for the benefit of the community. There are also roles on committees that don't require an election process in order to participate. Please contact PML or any Board member to learn more.

#### **What's on the Board's Mind?**

##### **Important HOA Business This Month:**

**Tennis Court Lock** – The lock on the tennis court has been repaired. There is still some railing damage to be repaired on the staircase, so please be careful.

**Budgeting** – The Board is working on the 2020 budget and plans to finalize at the October Board meeting. Please contact the Board if you have budgetary questions or suggestions.

**Fire Safety** – Even though we're thinking about winter rains, we are still in the tail end of fire season. Remember, each homeowner is responsible for fire safety precautions on their private property. If you have questions about the law, please visit the Cal Fire website for further information:

[https://calfire.ca.gov/communications/communications\\_firesafety\\_100feet](https://calfire.ca.gov/communications/communications_firesafety_100feet)

Thanks again for your support of our association.

Bob Kiss, HOA President ([president@sugarloafhoa.org](mailto:president@sugarloafhoa.org))

#### COMMITTEE REPORTS

##### **Architecture:**

**Annual Exterior Audit** – Thanks to those homeowners who have already responded to audit findings requesting repair work. Affected owners who have any questions about the audit findings should contact PML or the architectural committee to get clarification. Timelines are assigned to findings, and the HOA will be following up to ensure compliance. Please don't ignore these notices – fines may apply if ignored.

**Exterior Changes Reminder** - Per our CC&Rs, exterior changes require HOA approval (includes, but not limited to, painting, roofing, fences, windows, balconies, solar panels, driveways & walkways, other structural changes). Landscaping (plants) does not typically require approval, and modifications exclusively on the inside of your home do not typically require approval. There is often a neighbor notification requirement that triggers a need for HOA documentation. If in doubt on approval requirements, please ask – you can email or call the committee chair.

**Landscape:** The following service items were completed during September by the HOA landscaping contractor:

- Grass/weed clearing in Cherrywood common space area
- Continue troubleshooting of Toyon irrigation controller
- Irrigation maintenance and repair work at De Anza 1400s
- Weekly leaf and trash pickup along sidewalks in the development

**Irrigation System Status** – the common space irrigation will remain on until the first significant rains have occurred. Weather-based controllers in place should reduce watering as appropriate until the system is shut down for the winter.

**Trim for View** – If you want to trim in the common areas for views at your expense, here is the procedure:

1. Take a picture of the trees to be trimmed.
2. Get an estimate from a qualified tree company (must have a certified arborist on staff)
3. Submit all the above to Debbie at PML.
4. The Landscape Committee will review and determine approvability
5. The Homeowner pays for trim for view work.

Please do not trim/cut trees in common areas without approval. Common area trees that overhang a homeowner's yard are trimmed by the HOA only if a fire hazard.

##### **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.

**Traffic Safety** – As mentioned previously, we've formed a Sugarloaf HOA Traffic Committee to work with the San Mateo DPW on improving traffic safety in our area. The committee has submitted to DPW the list of top traffic safety concerns in the Sugarloaf area (based on your input). See below for a summary of that list. Sugarloaf is next in line for DPW to generate a Traffic Action Plan (TAP) report (see our website under Public Safety for more info). The committee expects a traffic speed survey to be conducted on De Anza Blvd at some point in the near future. Please let the Board know if you'd like to join the committee or have additional traffic safety concerns to bring to the city's attention.

##### **Sugarloaf's Top Identified Traffic Safety Concerns (Sep 2019)**

- Speeding on downhill portion of De Anza Blvd between Parkwood and Cherrywood
- Cut-through traffic on De Anza
- Speeding on De Anza Blvd at the Parkwood Intersection
- Pedestrian safety & visibility concerns at the De Anza/Parkwood intersection
- Excessive speed downhill at 1801-1821 Parkwood
- Vehicular visibility at all private lanes to De Anza
- Bike safety on De Anza

## PLEASE FOLLOW CC&RS AND CITY CODES

**Trash/Recycling (subject to fines)** -- Per CC&Rs Section 5.08 and SM City Code, bins need to be kept out of sight, except on pickup day or the day prior. SMMC 7.16.040 states that bins may not be placed out before 12pm the day prior to collection and must be removed by midnight on collection day. Bins may not be stored in sight from a street, neighboring lot, or common area. Let's all help keep the neighborhood looking nice.

**Visitor Parking (subject to fines)** -- We are still receiving complaints of homeowners and renters using the visitor parking spaces as their own private parking. Notices were distributed in problematic areas. Progress was made, but some residents are reverting to bad behavior. The Board takes notice of this, and will take action. Since there is no room for street parking on the private streets, there are specific areas for visitor parking, whether it is a visitor from out of town or visitors providing service (landscape, handy work, cleaning). These spaces must be kept available for visitors, per CC&Rs Sec 5.04(a), **subject to fine**.

## 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 newsletter copy).

**Electronic Documentation** -- If you'd prefer to receive your HOA documentation in electronic form, please contact PML to provide your approval to do so. It saves the HOA \$ and gives you better archiving capability for HOA docs. Win-win. Please consider.

## EVENTS AROUND TOWN

**Farmer's Market:** Every Sat 9 am – 1 pm; College of San Mateo (W. Hillsdale & CSM Drive – Galileo Parking Lot 6).

**The Sky Tonight Planetarium Show:** This popular show takes place on the 2<sup>nd</sup> Friday of the month (next Oct 11/Nov8) in the CSM Planetarium (Bldg 36). There are two shows, 7:30 and 8:30 pm, and admission is the best price - free! First come, first serve basis. [www.collegeofsanmateo.edu/astronomy/planetarium.asp](http://www.collegeofsanmateo.edu/astronomy/planetarium.asp).

**Notify Me!** The City of San Mateo makes it easy to stay up-to-date on city governance and the community. To sign up, visit [www.cityofsanmateo.org/notifyme](http://www.cityofsanmateo.org/notifyme).

**San Mateo County News** – information about county issues and events can be found at: <http://sanmateocountynews.com>.

## HOW TO CONTACT PML/BOARD

To contact your association manager or place a request:

**PML:** (650) 349-9113 (ext. 100 for reception or ext. 121 for Debbie, our property mgr), [debbie@pmlmanagement.com](mailto:debbie@pmlmanagement.com).

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

**HOA:** Submit your concern in writing (email okay) at least one week before the next Board meeting (4th Tuesday of each month). Attend the meeting to present your topic.

## 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

## YOUR BOARD of DIRECTORS

Bob Kiss<sup>1</sup> President

Mitra Sadeghi<sup>2</sup> Vice President

Zaven Khachadourian<sup>1</sup> Treasurer

William Riley<sup>2</sup> Secretary

Victoria Butcher<sup>1</sup> At Large

<sup>1</sup>Term ends at 2020 election, <sup>2</sup>Term end at 2021 election

## COMMITTEES

### Architecture

Bob Kiss (chair) – (650) 212-5477

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

### Landscape

Zaven Khachadourian (chair) - [landscapechair@sugarloafhoa.org](mailto:landscapechair@sugarloafhoa.org)

Landscape or sprinkler concerns, contact Debbie at PML.

### Public Safety

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

## NEXT BOARD OF DIRECTORS MEETING

The next Meeting will be held on **Mon Oct 14, 2019**, at 6:00 pm at the office of PML Management Corporation, 655 Mariners Island Blvd. #301, in San Mateo.

### 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/Traffic)
6. Unfinished Business:
  - 2020 Budget Draft Review & Approval
  - Election Voting Process Discussion
7. New Business:
  - Appointment of PML as Election Official
  - Annual Meeting Guest Speaker Discussion
8. Correspondence Review
9. Executive Session (as needed)