

PRESIDENT'S CORNER

HOA Annual Meeting – Thanks to the homeowners who attended the HOA Annual Members Meeting on Jan 25. We had guest from the San Mateo Consolidated Fire Department and the City Arborist tell us about the Firewise USA® program. Presentation slides are posted on our website in the Public Safety area.

Annual Election Process – Our annual election process has begun, with voting for three Board of Director positions and the Tax Resolution. **Please** take the few minutes now to complete and return your ballot and help the HOA complete this important process.

Annual Dues - I want to take this time to remind everyone that **your 2022 annual assessment is due now, and will be delinquent (late fees, etc.) if not received by Feb 15.** If you have a financial hardship, please contact PML or the Board in writing to request a payment plan. Please do NOT ignore your dues obligation. Talk to the Board/PML to work through it.

What's on the Board's Mind?

Important HOA Business This Month:

Updating Governing Docs – The Board will be embarking on an effort this coming year to update the HOA's governing documents, such as the CC&Rs and Bylaws. They have not been updated in many years and minimally need to incorporate updates based on changes in CA state law that have occurred. This will require an Association vote to approve the updated documents. If you have suggestions on specific changes to consider, please share them with the Board (board@sugarloafhoa.org) by the end of February.

Thanks for supporting our HOA!

Bob Kiss, HOA President (president@sugarloafhoa.org)

COMMITTEE REPORTS

Architecture:

Exterior Changes Reminder - Per our CC&Rs Section 6, exterior changes require HOA approval (includes, but not limited to, painting, roofing, fences, windows, balconies, solar panels, driveways & walkways, decks, 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 recently by the HOA landscaping contractor, in addition to the weekly routine work maintaining common spaces:

- Retrieval of trash along Parkwood Drive
- Raked leaves above retaining wall near 1826-1858 Parkwood
- Escallonia plants in hedge near 1629 assessed as needing removal and replacement
- 1420 De Anza- Trimmed/edged common space ivy along sidewalk near 1420 De Anza
- Drains in De Anza common areas tested for functioning flow to storm drains

Large Tree Maintenance – Please note that the HOA maintains an ongoing tree maintenance program based on an arborist's survey of our cataloged large trees. A portion of the trees are serviced each year on a rotating basis.

Property Maps – San Mateo County property line maps can be found on the web site under Residents/Landscape. Password is the same as for our Governing Documents.

Irrigation System Status – System off for winter, but was recently turned on given dry Jan/Feb. Contact PML if you observe any issues. Please don't touch the equipment unless it is an emergency.

Trim-for-View – Please do not trim/cut trees in common areas without prior approval. 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 Joe at PML.
4. The Landscape Committee will review / approve if appropriate
5. The Homeowner pays for trim-for-view work.

Public Safety:

Traffic Safety – Please note the location of your car if parked on the street and whether it might be creating a visibility issue for homes in that area or at street intersections. You can notify the Dept of Public Works if you feel there is a visibility issue with parked cars. In addition, long-term parking (over 72 hours) on city streets (De Anza, Toyon, Parkwood) is not allowed, and can be reported to SMPD Code Enforcement for further actions.

Zonehaven – We learned about this (community.zonehaven.com) at our Annual Meeting. This is where evacuation information would be provided online in the event of an emergency requiring evacuation. **Our Zone here in Sugarloaf is SM-E005.**

"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.

Emergency Info – Sign up for **San Mateo County’s alert system** at www.smcalert.info for email, text, or phone alerts.

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.

Dog Controls (subject to fines) – Please pick up after your dogs. Leaving a bag of dog poop for someone else to clean up is not helpful. And please note that San Mateo law and HOA CC&Rs requires dogs be on a leash at all times in our neighborhoods, in addition to keeping barking under control and not a nuisance.

Visitor Parking (subject to fines) – 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, etc.). 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, CC&Rs, and other HOA docs 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 / COVID-19 & OTHER INFO

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

San Mateo Parks & Rec Department – Web site has info about many available activities, including for those over 60. See info at www.sanmateorec.org.

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.

San Mateo County News – information about county issues and events can be found at: www.sanmateocountynews.com

COVID-19 Information -
www.smchealth.org/coronavirus - Health Orders found here
www.smchealth.org/post/san-mateo-county-covid-19-data-1
www.cdc.gov/coronavirus/2019-ncov/index.html - CDC info
www.covid19.healthdata.org/united-states-of-america -
Institute for Health Metrics and Evaluation

Emergency Info – Sign up for **San Mateo County’s alert system** at www.smcalert.info for email, text, or phone alerts.

Air Quality - www.purpleair.com or the IQAir Visual phone App

HOW TO CONTACT PML/BOARD

To contact your association manager or place a request:

PML: (650) 349-9113 (ext. 100 for reception or ext. 104 for Joe, our property Mgr), joe@pmlmanagement.com.

Visit the PML web site at: www.pmlmanagement.com

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

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: joe@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 ¹	President
Mitra Sadeghi ²	Vice President
Zaven Khachadourian ¹	Secretary
Robina Ramm ¹	Treasurer
Ann Powers ²	At Large

¹Term ends at 2022 election, ²Term ends at 2023 election

COMMITTEES

Architecture

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

Landscape

Zaven Khachadourian (chair) - landscapechair@sugarloafhoa.org
Landscape or sprinkler concerns, contact Joe at PML.

Public Safety

Bob Kiss (chair) – publicsafety@sugarloafhoa.org

NEXT BOARD OF DIRECTORS MEETING

The next Meeting will be held on Tue, Feb 22, 2022, via Zoom. To join, go to www.zoom.us, click *Join a Meeting* at the top. Enter Mtg ID 977 3252 4293 (password = 079315).

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, Public Safety)
6. Property Manager Report
7. Unfinished Business:
Election Process Status Check
8. New Business:
Governing Documents Update Process Plan
9. Correspondence & Action Items Review
10. Executive Session (as needed)