

### PRESIDENT'S CORNER

**Happy New Year!** There's a lot going on in Sugarloaf, as detailed below. I want to take this time to remind everyone that **your 2022 annual assessment is due now, and will be delinquent if not received by Feb 15.** As mentioned previously, the annual dues have increased from \$750 to \$800 (first increase since 2017). You should have received your invoice via US Mail. Those with email notifications enabled also received a copy via email, but obviously only need to pay once ☺. 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:*

**Annual Meeting/Election** – The HOA Annual Meeting will be on Tue Jan 25 at 5:30 pm via Zoom (access info in the meeting packet sent to you). In addition to standard business of committee reports, kicking off the board directors' election process, and Q&A, we'll hear from guest speaker Inspector Melinda Martin of the San Mateo Consolidated Fire Department, who will speak about the Firewise USA® program. Feel free to send questions in advance to board@sugarloafhoa.org.

There's still time to volunteer to run for the Board! In our annual election that will take place in Feb/Mar, there will be three Board positions up for election. A Big THANK YOU to Robina Ramm for serving on the Board. These are two-year positions, and offer the opportunity to participate in the Board's discussions and decision-making on behalf of our HOA. We meet once per month. There are also opportunities to join committees for architecture, landscape, and public safety. Please contact PML or any Board member if you are interested. A short nomination statement is needed to be placed on the annual ballot. Thanks!

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.

**Holiday Lighting** – Thanks to everyone for the lovely holiday lights throughout the neighborhoods. Please plan to remove the decorations by no later than Feb 13.

**Christmas Tree Disposal:** Until Jan 31 by Recology - If 8 feet or less, put in your compost bin trunk up or at curb next to bin. If beyond 8 feet, cut first. Flocked trees okay. Remove other stuff.

#### Landscape:

The following service items were completed recently by the HOA landscaping contractor, in addition to the weekly routine work maintaining common spaces:

- Cleared storm drains/v-ditch below Highway 92
- Trimmed shrubbery in common areas near Westwood corner
- Trimmed shrubbery in common areas near Allison corner
- Raked leaves along hedges in common areas on Toyon Ct.
- Checks for litter or debris in common areas

**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. The 2021 work has been completed.

**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 is off for winter. 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.

**Wildlife Area** – A reminder that our area is populated by lots of wildlife, including rattlesnakes, deer, and mountain lions. Please be alert and careful when walking, especially at night. Also, note that it is illegal to feed deer (Title 14, section 251.3), and attracting them could attract mountain lions. Please don't do it!

**“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](http://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.

**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 personal 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](http://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](http://www.cityofsanmateo.org/notifyme).

**San Mateo County News** – information about county issues and events can be found at: [www.sanmateocountynews.com](http://www.sanmateocountynews.com)

#### COVID-19 Information -

[www.smchealth.org/coronavirus](http://www.smchealth.org/coronavirus) - Health Orders found here

[www.smchealth.org/post/san-mateo-county-covid-19-data-1](http://www.smchealth.org/post/san-mateo-county-covid-19-data-1)

[www.cdc.gov/coronavirus/2019-ncov/index.html](http://www.cdc.gov/coronavirus/2019-ncov/index.html) - CDC info

[www.covid19.healthdata.org/united-states-of-america](http://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](http://www.smcalert.info) for email, text, or phone alerts.

**Air Quality** - [www.purpleair.com](http://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](mailto:joe@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 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](mailto: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 <sup>1</sup>	President
Mitra Sadeghi <sup>2</sup>	Vice President
Zaven Khachadourian <sup>1</sup>	Secretary
Robina Ramm <sup>1</sup>	Treasurer
Ann Powers <sup>2</sup>	At Large

<sup>1</sup>Term ends at 2022 election, <sup>2</sup>Term ends at 2023 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 Joe 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 Tue, Jan 25, 2022, directly after the Annual Meeting and via Zoom. To join, go to [www.zoom.us](http://www.zoom.us), click *Join a Meeting* at the top. Enter Mtg ID 936 6441 4654 (password = 843550).

##### 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:  
HOA Insurance Renewal
8. New Business:  
Finalize Annual Election Ballot Packet
9. Correspondence Review
10. Executive Session (as needed)