

### PRESIDENT'S CORNER

**Important HOA Governing Documents Need Your Review and Voting** – We are down to the wire with the voting for our updated Governing Documents (CCRs, Bylaws, Articles of Incorporation) to bring them into compliance with current CA civil code and to better support HOA operations today. **It is Imperative that Every HOA Member cast their ballot by the deadline (receipt at PML by November 28).** The HOA cannot complete the voting process until sufficient ballots have been received.

**One of the most important proposed changes is to reduce the required number of cast votes for standard annual elections of Board Directors.** Each year, the HOA Board struggles to complete Board elections due to lack of submitted ballots. This change will resolve that annual challenge. Please note: The changes will NOT affect the voting requirements for changes to HOA Governing Documents, which are mandated by CA civil code.

If you have already cast your ballot, Thank You! If you have not yet voted, please do so at your earliest convenience. If you have misplaced your ballot sheet and return envelopes, please contact PML immediately for replacements or to submit a proxy.

Finally, for those interested in reviewing the updated Governing Documents in electronic form, these can now be found on the HOA website as one of the items on the “Residents” menu at the top of the page.

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

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

**Planning for Next Year** – After completing the budget process, the Board now looks forward to our Annual Meeting in late January, and the need for new Board member. **If you would like to run for election to the Board,** please contact PML for the short candidate form, or email [board@sugarloafhoa.org](mailto:board@sugarloafhoa.org). We look forward to welcoming a new member with new ideas.

Thanks for supporting our HOA!

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

- Removal of fallen limb at end of Cheryl Ct.
- Raked and removed leaves 5' above retaining wall behind 1826-1858 Parkwood Dr.
- Raked pine needles in common areas along Toyon Ct.
- Trimmed hedges on corner of Chris Lane.
- Weekly shrubbery maintenance rotating through HOA
- Storm drains and channels reviewed/cleaned weekly

**Large Tree Maintenance** – Please note that the HOA maintains an ongoing tree maintenance program based on an arborist's survey of our catalogued large trees. A portion of the trees are serviced each year on a rotating basis, including a number of recommended tree removals which were completed in early November.

**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** – Irrigation system is now OFF for the rainy season. 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:

**Wildlife Area** – As a reminder, we live in an area frequented by various forms of wildlife, including deer, foxes, skunks, coyotes, mountain lions (yes, occasionally), and snakes. You may find useful information at [www.gotsnakes.org](http://www.gotsnakes.org), a Bay Area snake removal company.

**“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 require 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.**

**Tennis Courts Access** – The tennis courts are under the control of Denali HOA. Please contact PML if you need a key (\$50) to enter. **Access is for Sugarloaf or Denali residents only. Guests must be accompanied by residents at all times. No exceptions.**

### 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 & 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)

**Animal Control & Licensing** – [www.smchealth.org/animalcontrol](http://www.smchealth.org/animalcontrol)

**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

**Delivery of Library Materials!** - Do you enjoy books, audiobooks, music and movies but need assistance in getting materials? The library offers twice-monthly home delivery of library materials for residents of all ages with a temporary or long-term illness, injury, impairment, medical condition, or disability who are unable to visit the library. Click the link below or call 650-522-7863. <https://www.cityofsanmateo.org/4458/Home-Delivery>

### 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**  
1710 S. Amphlett Blvd, Ste 207, San Mateo CA 94402  
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
Alan Robinson <sup>2</sup>	Vice President
Zaven Khachadourian <sup>1</sup>	Secretary
Mitra Sadeghi <sup>2</sup>	Treasurer
Christine Sommers <sup>1</sup>	At Large

<sup>1</sup>Term ends at 2024 election, <sup>2</sup>Term ends at 2025 election

### COMMITTEES

**Architecture**  
Bob Kiss (chair) – [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 on Tue, Nov 28, 2023, at 5:30 pm at the San Mateo Senior Center, 2645 Alameda de las Pulgas.

#### **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:  
Governing Docs Update Project Status & Ballot Counting  
2024 Draft Budget Final Review and Approval
8. New Business:  
Review Draft Annual Meeting Packet  
Approve Annual Budget Communication Cover Letter  
Review Insurance Packages for Next Year (if available)
9. Correspondence & Action Items Review
10. Executive Session (as needed)