

**C.P. LAKES ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
April 8, 2020**

BOARD MEMBERS

Katerina Blazek	President
Terrie Rayl	Vice President
Wendy Wyss	Treasurer
Eduardo Chavez	Secretary
Paul Marks	Director
Daniel Paepcke	Director
Barbara Boyington	Director

OTHERS PRESENT

2 Homeowner(s)	CP Lakes Association Homeowners
Mike Brasil	Community Management Services, Inc. (CMS)

Due to the shelter in place restrictions in Santa Clara County, which did not allow for the meeting to convene at a physical location, the Board of Directors met via conference call to direct action over regular and executive business matters. All owners were invited to join the meeting.

Article I. Call to Order

- (a) Association President Katerina Blazek called the meeting to order at 7:03 pm, Via Conference Call, Phone: 206-331-4836 PIN: 842 2287#.

Article II. Open Forum

- (a) There were no open items brought before the board during the open forum.

Article III. Approval of Minutes

- (a) The Board of Directors reviewed the March 11, 2020 board meeting minutes. It was noted that under Article V Reports, Section 5.02 Committees, Paragraph (a)(i), second sentence needs to reflect Terrie Rayl as the person reporting. Katerina Blazek made a motion to approve March 11, 2020 meeting minutes, as amended. Barbara Boyington seconded the motion and it passed unanimously.
- (b) The Board of Directors note an executive meeting was convened on March 11, 2020 to approve executive meeting minutes, take action on delinquent accounts, assess a reimbursement assessment, take action on member discipline, and review a personal matter.

Article IV. Reports

Section 4.01 Treasurer

- (i) The Board reviewed and acknowledged the unaudited financials dated March 31, 2020. Wendy Wyss reported on the financials. The Board declared every individual member of the Board as reviewed all nine of the documents in accordance with California Civil Code 5500 for the month ending March 31, 2020.

- (ii) The Board revised and discussed upcoming CD renewals. Wendy Wyss made a motion to renew the Signature Bank 100k CD for a 12 MO term with the highest yielding within the FDIC insured limits. Barbara Boyington seconded the motion and it passed unanimously.

Section 4.02 Committees

(a) Landscape

- (i) The Landscape Committee chair Terrie Rayl provided a general landscape update and noted the monthly landscape walk was postponed due to the shelter in place order.

(b) Large Trees

- (i) Terrie Rayl reported the tree permit was still under review with the city and set to be reviewed in May.

(c) Architectural

- (i) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 85 to replace the windows and slider of the unit.
- (ii) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 211 to add UV film to the unit windows.
- (iii) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 215 to replace the flooring in the unit.

(d) Parking

- (i) The Parking Committee chair Katerina Blazek reported no violations to note due to the shelter in place order in effect.

(e) Pool & Spa

- (i) Mike Brasil reported Paradise Pools had ordered the pool motor and spa jet pump and it was schedule to be installed April 10th.
- (ii) It was noted the pool and spa heaters were shut down, due to the shelter in place order by Santa Clara County.

Section 4.03 Manager

- (a) Mike Brasil noted the work orders were not included in this month's board packet and a report would be sent to the Board for review prior to next month's meeting. It was reported that the laundry room coin collection pits had been pried open and would need to be repaired.
- (b) The Board reviewed the annual working calendar and asked that the annual election information be added to the annual calendar in the month of September, one month before the annual meeting.
- (c) Mike Brasil noted the patrol reports had not yet been received from the patrol company.
- (d) It was noted there was no incoming/outgoing correspondence for Board review at this meeting.

Article V. Unfinished Business

- (a) The Board reviewed the amended election rules as drafted by White & MacDonald LLP, to comply with current civil code. It was noted the election rules were mailed out to owners for 28-day comment period. The Board reviewed owner comments submitted. Terrie Rayl made a motion to approve the amended election rules as drafted by White & MacDonald LLP. Wendy Wyss seconded the motion and it passed unanimously.

- (b) Mike Brasil advised on the need to hire an inspector of election to ensure compliance with the new civil code requirements. The Board asked that proposals be available at the next board meeting for review.
- (c) It was noted the deck work under contract with GB Group for units 212,183, & 250 was on hold due to the shelter in place order.
- (d) The Board discussed the plumbing re-pipe project and asked for an update from Cassidy Rajkovich of Brook Construction Management.
- (e) Katerina Blazek reported Benrich had completed the replacement of the single boiler in Boiler Room #1 with two smaller boilers & completed the installation of two vent intakes in Laundry Room #3 & #4 to vent the boiler intakes to the exterior of the building.
- (f) The Board discussed the two open plumbing repairs, one to repair the sewer line outside near laundry room #2 and the leak under the slab of laundry room #2. Mike Brasil noted Wolf Plumbing was working to schedule the work. It was noted MP Concrete would repair the damage to the concrete.

Article VI. New Business

- (a) The Board reviewed a proposal from All Fences to close off the patio of unit 201. The Board agreed to take no action and inquire with the previous manager the reason that generated the proposal.
- (b) The Board agreed to add reminders in the newsletter about using the hottest water possible when doing laundry allowable for the load, clubhouse bathroom open for emergency use only, the pool/spa heaters and use were suspended due to the shelter in place order, and check last month's minutes for any items not included in the March newsletter.
- (c) The Board agreed to add the proposal from All Fences of unit 201 to next month's agenda.
- (d) There was no authorization to record notice of delinquent assessment at this meeting.

Article VII. Adjournment

- (a) There was no further business before the Board and the meeting was unanimously adjourned at 8:24 pm. The next meeting is scheduled for May 13, 2020.

C. P. Lakes Association, Board of Directors



Signature

05/26/2020

Date