

**C.P. LAKES ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
June 10, 2020**

BOARD MEMBERS

| | |
|--------------------------|----------------|
| Katerina Blazek (absent) | 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 |
| Cassidy B. Rajkovich | Brook Construction Management |
| Mike Brasil | Community Management Services, Inc. (CMS) |

Article I. Call to Order

- (a) Association Vice President Terrie Rayl called the meeting to order at 7:02 pm via Conference <https://us02web.zoom.us/j/88305900308> Meeting ID: 883 0590 0308 or Dial 1-669-900-9128 Meeting ID 88305900308#.

Article II. Open Forum

- (a) A homeowner inquired about the license and insurance issue with a plumbing company that performed work for the association. It was noted the issue has been resolved.
- (b) A homeowner noted issues with Comcast to run cable to their unit.

Article III. Approval of Minutes

- (a) The Board of Directors reviewed the May 13, 2020 regular board meeting minutes. Wendy Wyss made a motion to approve May 13, 2020 regular meeting minutes. Barbara Boyington seconded the motion and it passed unanimously.
- (b) The Board of Directors reviewed the May 13, 2020 executive board meeting minutes. Wendy Wyss made a motion to approve May 13, 2020 executive meeting minutes. Eduardo Chavez seconded the motion and it passed unanimously.

Article IV. Reports

Section 4.01 Treasurer

- (i) The Board reviewed and acknowledged the unaudited financials dated May 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 May 31, 2020.
- (ii) The Board revised and discussed upcoming CD renewals. Wendy Wyss made a motion to renew the Bank of China 11.5k CD for a 12 MO term, the Signature Bank 88.5k CD for a 12 MO term. Daniel Paepcke seconded the motion and it passed unanimously.

- (iii) The Board reviewed the draft of the 2020-2021 budget. It was noted the insurance renewal was due prior to the next board meeting. Wendy Wyss made a motion to approve Katerian Blazek & Terrie Rayl to make the final decision on the insurance renewal for the Board, after the renewal is sent to the entire board. Eduardo Chavez 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 submitted the findings of the monthly landscape walk.

(b) Large Trees

- (i) Terrie Rayl reported the large tree work in the community and reviewed a proposal from Brightview for large tree work totaling \$6,425. Terrie Rayl made a motion to approve the proposals from Brightview totaling \$6,425. Barbara Boyington seconded the motion and it passed unanimously.

(c) Architectural

- (i) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 11 to replace the flooring and closet changes.
- (ii) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 167 to replace the flooring.
- (iii) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 290 to make changes to the unit interior layout.
- (iv) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 131 to replace attic insulation.
- (v) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 132 to replace attic insulation.

(d) Parking

- (i) The Board discussed community parking.

(e) Pool & Spa

- (i) The Board discussed the pool/spa closure due to the county use mandate requirements. The property manager recommended the association keep these amenities closed due to county mandate use requirements. The Board agreed to keep the pool and spa closed and monitor the county mandates.

Section 4.03 Manager

- (a) The Board reviewed the work orders received over the last 30 plus days.
- (b) The Board reviewed the annual working calendar and talked upcoming annual elections. The Board reviewed the nomination form draft, prior to being mailed out to the owners.
- (c) The Board reviewed the patrol reports.

Article V. Unfinished Business

- (a) The Board met with Cassidy B. Rajkovich from Brook Construction Management, to go over the repipe plumbing project. Cassidy B/ Rajkovich went over the scope and companies working on a proposal to submit for board review. The Board discussed the project and asked to table the discussion to observe the shelter in place effects at the city department reopening for permit approvals, and how county mandates may affect owners ability to stay offsite during the project.

- (b) The Board reviewed and discussed the fence proposal for unit 201, from All Fence Company. Wendy Wyss made a motion to approve the proposal from All Fence Company. Terrie Rayl seconded the motion and it passed. Daniel Paepcke abstained.
- (c) It was noted that Plumb Tech was not current with their license and insurance information.
- (d) The Board discussed the small gas leak in laundry room #3. It was noted the flex line was replaced. The Board reviewed a proposal from Plumb Tech to replace old plumbing in laundry room 3 and boiler room. Daniel Paepcke made a motion to approve the proposal from Plumb Tech to replace old plumbing totaling \$2,600. Wendy Wyss seconded the motion and it passed unanimously.
- (e) The Board discussed the laundry rooms and current service of the machines by CSC. The Board reviewed a written notice from CSC account manager to have a tech out to the property to check on the vend pricing and vandalism locks. The Board asked management to check with CSC whether the machines could be locked in place.

Article VI. New Business

- (a) The Board reviewed a proposal from Black Diamond for repairs and seal coating the community driveways.
- (b) It was noted the clubhouse bathroom toilet was unclogged.
- (c) The Board reviewed a proposal from MP Concrete to repair trip hazards in the community totaling \$3,640. Eduardo Chavez made a motion to approve the proposal from MP Concrete totaling \$3,640. Wendy Wyss seconded the motion and it passed unanimously.
- (d) The Board discussed signage at the recycle bins installed by a resident and agreed to have the signage removed.
- (e) The Board agreed to include a reminder for residents to lock the laundry room sliding room, add pool closed notice, and note the use of face coverings when in the laundry room in the monthly newsletter.
- (f) The Board asked the topics of elections, budget, insurance, and the repiping project be added to the next month's agenda.
- (g) The Board reviewed and approved the nomination form, as drafted by Condo Elects.

Article VII. Adjournment

- (a) There was no further business before the Board and the meeting was unanimously adjourned at 8:48 pm. The next meeting is scheduled for July 8, 2020.

C. P. Lakes Association, Board of Directors



Signature

July 23, 2020

Date