

**C.P. LAKES ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
July 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)

Article I. Call to Order

- (a) Association President Katerina Blazek called the meeting to order at 7:03 pm via Conference Call: <https://us02web.zoom.us/j/87967955692> Meeting ID: 879 6795 5692 or Dial 1-669-900-9128 Meeting ID: 879 6795 5692#.

Article II. Open Forum

- (a) A homeowner reported the dumpsters were overflowing and not being picked up.
- (b) A homeowner noted residents were not breaking down boxes.
- (c) A homeowner inquired about pool/spa closure.

Article III. Approval of Minutes

- (a) The Board of Directors reviewed the June 10, 2020 regular board meeting minutes. Terrie Rayl noted the Article VI. New Business, paragraph b, the word "toiler" needs to be changes to "toilet." Terrie Rayl made a motion to approve the June 10, 2020 regular meeting minutes, as amended. Eduardo Chavez seconded the motion and it passed. Katerina Blazek abstained.
- (b) The Board of Directors reviewed the June 10, 2020 executive board meeting minutes. Wendy Wyss made a motion to approve June 10, 2020 executive meeting minutes. Terrie Rayl seconded the motion and it passed. Katerina Blazek abstained. The Board further reviewed the minutes in executive session.

Article IV. Reports

Section 4.01 Treasurer

- (i) The Board reviewed and acknowledged the unaudited financials dated June 30, 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 June 30, 2020.

- (ii) The Board revised and discussed upcoming CD renewals. Wendy Wyss made a motion to renew the Bremer Bank 100k CD for a 6 MO term. Barbara Boyington seconded the motion and it passed unanimously.
- (iii) The Board reviewed the draft of the 2020-2021 budget. Barbara Boyington made a motion to approve the 2020-2021 budget draft dated June 12, 2020. Eduardo Chavez seconded the motion and it passed unanimously.
- (iv) The Board reviewed the CPA engagement letter from Van Sloten & Laranang. Katerina Blazek made a motion to approve the CPA engagement letter from Van Sloten & Laranang, pending corrections to the association name on the agreement. Terrie Rayl 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.

(b) Large Trees

- (i) Terrie Rayl reported the large tree work in the community with Brightview Large Tree Care.

(c) Architectural

- (i) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 135 to run Comcast cable to their unit.
- (ii) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 219 to upgrade their subpanel for their unit.
- (iii) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 291 to replace the sliding glass door.

(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 days. The Board noted plumbing charge backs, follow up on water loss related issues, and inquired about Recology schedule and additional service costs.
- (b) The Board reviewed the annual working calendar.
- (c) There were no patrol reports to review at this board meeting.
- (d) The Board reviewed incoming correspondence. The Board unanimously approved repairs to the balcony of unit 244, approved reimbursement of a motion light near unit 257, and approved repairs to the wood patio fence of unit 21.

Article V. Unfinished Business

- (a) The Board discussed the repipe plumbing project and noted it was on hold due to the shelter in place mandate and restricted logistics to have the project completed now. The Board asked property management to notify those owners of the delay.

- (b) The Board discussed laundry machine services from the current company CSC. Mike Brasil noted he was working with the area manager to confirm the work was all complete.

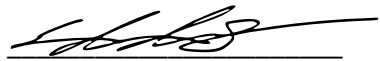
Article VI. New Business

- (a) The Board discussed the upcoming elections, noted the nomination period was still open, and revised one nomination submittal.
- (b) The Board reviewed the insurance renewal from Socher Insurance dated June 10, 2020. It was noted both board members renewed the insurance as noted by the Board at the last meeting. Wendy Wyss made a motion to approve the renewal of Socher Insurance general and earthquake coverages, as renewed. Katerina Blazek seconded the motion and it passed unanimously.
- (c) The Board discussed rodent bait stations and reviewed a proposal from Winchester Pest Control.
- (d) The Board reviewed the proposal for testing the dumpster sprinkler system from Lund Pearson McLaughlin Fire Protection Systems. Katerina Blazek made a motion to approve the proposal from Lund Pearson McLaughlin Fire Protection Systems. Terrie Rayl seconded the motion and it passed unanimously.
- (e) The Board discussed a recent water loss related issue between two units. The Board agreed to have the owner at fault notified and if it was not addressed, then the association would take action and bill back the owner.
- (f) The Board reviewed a homeowner request for reimbursement related to unit 258. The Board unanimously agreed to reimburse the owner for the service call, as the issue was in the common area plumbing.
- (g) The Board agreed to include a reminder in the newsletter for residents to clean up the laundry machines after use, to not feed the cats, and not prop open the dumpster bins.
- (h) The Board reviewed an authorization to record notice of delinquent assessment, for CMS account 0445555. Katerina Blazek made a motion to approve the authorization to record notice of delinquent assessment for CMS account 0445555. Terrie Rayl seconded the motion and it passed unanimously.

Article VII. Adjournment

- (a) There was no further business before the Board and the meeting was unanimously adjourned at 9:15 pm. The next meeting is scheduled for August 12, 2020.

C. P. Lakes Association, Board of Directors



Signature

August 25th, 2020

Date