

**C.P. LAKES ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
August 12, 2020**

**BOARD MEMBERS**

Katerina Blazek	President
Terrie Rayl (absent)	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 7:07 pm via Conference Call: <https://us02web.zoom.us/j/81252145589> Meeting ID: 812 5214 5589 or Dial 1-669-900-9128 Meeting ID 81252145589#.

**Article II. Open Forum**

- (a) A homeowner inquired about inspector of elections process.
- (b) A homeowner reported on an issue with their downstairs neighbor.
- (c) A homeowner inquired about using pay cards for laundry machines.

**Article III. Approval of Minutes**

- (a) The Board of Directors reviewed the July 8, 2020 regular board meeting minutes. Katerina Blazek noted she abstained on the approval of the regular meeting minutes and it needs to reflect in the meeting minutes. Wendy Wyss made a motion to approve the July 8, 2020 regular meeting minutes, as amended. Katerina Blazek seconded the motion and it passed unanimously.
- (b) The Board of Directors reviewed the July 8, 2020 executive board meeting minutes. Katerina Blazek made a motion to approve July 8, 2020 executive meeting minutes. Daniel Paepcke seconded the motion and it passed unanimously. The Board reviewed and approved the minutes in executive session.

**Article IV. Reports**

**Section 4.01 Treasurer**

- (i) The Board reviewed and acknowledged the unaudited financials dated July 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 July 31, 2020.
- (ii) The Board revised and discussed upcoming CD renewals. Wendy Wyss made a motion to renew the United Bank 100k CD, CIBC Bank for \$33,661.82, and

United Bank for \$66,338.18 for a 6 MO term. Katerina Blazek seconded the motion and it passed unanimously.

- (iii) The Board reviewed and the budget cover page draft, as written by Katerina Blazek.

#### *Section 4.02 Committees*

##### *(a) Landscape*

- (i) There was nothing reported.

##### *(b) Large Trees*

- (i) Katerina Blazek noted Terrie Rayl was at the city hearing for large tree removals with the arborist from Brightview Large Tree Care. Wendy Wyss made a motion to approve proposal #158974 from Brightview Large Tree Care totaling \$6,995. Katerina Blazek seconded, and it passed unanimously.

##### *(c) Architectural*

- (i) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 275 to replace the windows.

##### *(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 Board noted the pool/spa were still closed.

#### *Section 4.03 Manager*

- (a) The Board reviewed the work orders received over the last 30 days. The Board asked for a proposal to replace both toilets inside the clubhouse.
- (b) The Board reviewed the annual working calendar.
- (c) The Board reviewed the last week's patrol reports in the board packet. The Board asked to check with patrol about access to the clubhouse and patrol unlocking the clubhouse door.
- (d) The Board reviewed incoming correspondence. The Board agreed to have the repair people check on the peeling window ledge of unit 67 and make a recommendation.

#### **Article V. Unfinished Business**

- (a) The Board reviewed the re-pipe plumbing project notice sent to the owner noting the delay in the project due to the shelter in place mandate.
- (b) The Board discussed laundry room vend options and current use.
- (c) It was noted the upcoming elections were set for the September meeting and would be pushed out another month if there was no quorum. The Board asked management to advise the inspector of elections of possible lack of quorum at the September meeting.

#### **Article VI. New Business**

- (a) The Board discussed the recent vandalism to the bike rack bar and discussed alternative bike rack solutions. The Board asked an owner to provide options for Board consideration.
- (b) The Board discussed the current garbage service and talked about adding an additional service day. The Board agreed to continue to monitor.
- (c) The Board reviewed and acknowledged the approved proposal #991115 for \$4,400 from PlumbTech which was approved due to urgency. The Board review two proposals from

PlumbTech, proposal 991114 totaling \$5,300 for damage by tree roots near unit 66 & proposal 991119 totaling \$3,500 for damage by tree roots near unit 280. Daniel Paepcke made a motion to approve proposal 991114 & 991119 to make the necessary repairs to the sewer lines. Katerina Blazek seconded the motion and it passed unanimously.

- (d) The Board reviewed termite inspections from Franz Termite at units 291, 300 & 302. Wendy Wyss made a motion to approve the Franz Termite proposal for unit 291, the only unit out of the three with evidence of termites. Katerina Blazek seconded motion and it passed unanimously.
- (e) The Board discussed and unanimously agreed to add a vendor combo box at the association clubhouse for vendor use.
- (f) It was noted the inspection report of the deck at unit 244 was not ready for review.
- (g) The Board agreed to include a reminder in the newsletter about noise level since many people are working from home during the day, through recycle in the appropriate bin, wear masks in the common area, an election reminder, and new fiscal dues change reminder.

**Article VII. Adjournment**

- (a) There was no further business before the Board and the meeting was unanimously adjourned at 8:57 pm. The next meeting is scheduled for September 9, 2020.

C. P. Lakes Association, Board of Directors

  
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Signature

09/18/2020  
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Date