

**C.P. LAKES ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
September 9, 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

5 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 7:17 pm via Phone/Video Conference: <https://us02web.zoom.us/j/88139171665> Meeting ID: 881 3917 1665 or Dial 1-669-900-9128 Meeting ID: 88139171665#.

Article II. Open Forum

- (a) A homeowner inquired about adding laundry machines in unit. The Board confirmed it was not allowed. The Board asked to review the last information obtain on this many years ago.
- (b) A homeowner reported on bike rack options.

Article III. Approval of Minutes

- (a) The Board of Directors reviewed the August 12, 2020 regular board meeting minutes. Wendy Wyss made a motion to approve the August 12, 2020 regular meeting minutes. Eduardo Chavez seconded the motion and it passed unanimously.
- (b) The Board of Directors reviewed the August 12, 2020 executive board meeting minutes. Katerina Blazek made a motion to approve August 12, 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 were not able to review the unaudited financials dated August 31, 2020 because they were not yet ready for Board review.
- (ii) The Board revised and discussed upcoming CD renewals. Wendy Wyss made a motion to confirm the renewal of 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.

Section 4.02 Committees

(a) Landscape

- (i) The Landscape Committee chair, Terrie Rayl reported on the monthly walkthrough.

(b) Large Trees

- (i) The Landscape Committee chair, Terrie Rayl, reported on the city tree approvals with Brightview Tree Care denial from the city to remove the Holly Oak.

(c) Architectural

- (i) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 215 to replace the windows.

(d) Parking

- (i) The Parking Committee chair, Katerina Blazek reported on community parking. Katerina Blazek also announced her intentions to step down from the committee after the annual elections are complete.

(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 correspondence from unit 252 in the next board packet.
- (b) The Board reviewed the annual working calendar. The Board asked for a proposal from Commercial Gutter Cleaning for one full cleaning and another partial cleaning. Terrie Rayl made a motion to authorize Eduardo, Wendy Wyss, and Terrie Rayl to review the proposal from Commercial Gutter Cleaning and make the final decision for the Board. Katerina Blazek seconded the motion and it passed unanimously. It was noted the light was out by boiler room #3 and by the back door of clubhouse.
- (c) The Board reviewed the last week's patrol reports in the board packet. It was noted the patrol reports were going to a general email which disperses to all board members. The Board asked to check with patrol about access to the clubhouse and patrol unlocking the clubhouse door.
- (d) The Board reviewed incoming and outgoing correspondence. The Board asked property management to verify repairs were in queue for coinbox damage in laundry room #1. The Board discussed locations for the vendor combo box. Terrie Rayl asked to review violation notices before mailing.

Article V. Unfinished Business

- (a) It was noted the re-pipe plumbing project was on hold due to the shelter in place restrictions.
- (b) It was noted there was no quorum to count the annual ballots before the meeting. There were enough ballots for the reconvene meeting, which was scheduled before the next board meeting on 10/14.
- (c) The Board discussed the vandalism to the bike rack. The Board discussed bike rack options for the bike cages and other areas with racks. Eduardo Chavez agreed to measure the bike cage to help understand the bike capacity limitations with a new bike rack system. Wendy Wyss made a motion to approve a proposal from the Repair People to repair the current bike bar inside the bike cage, until a new bike rack system was approved. Daniel Paepcke seconded the motion and it was passed unanimously.

- (d) The Board reviewed the proposal to not exceed \$1,500 to make repairs to the balcony of unit 244 & 252. The Board asked for The Repair People to provide a proposal to make repairs to those two units.

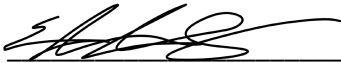
Article VI. New Business

- (a) The Board agreed to include a reminder in the newsletter about the new monthly dues, remind residents to close the laundry room doors, the pool is still closed, and notify the owners of the annual reconvened meeting scheduled for the next board meeting due to a lack of quorum.
- (b) The Board discussed and unanimously approved the installation of two new toilets, Toto Drake II, Seat Model # ss114#01 Cotton white color, chrome lever, left flush lever, with Plumb Tech.
- (c) The Board discussed and unanimously approved the installation of light motion sensors in the laundry rooms, both bathrooms in the clubhouse, the gym in the clubhouse, and the entry door by the back entrance to the clubhouse, by the Repair People.

Article VII. Adjournment

- (a) There was no further business before the Board and the meeting was unanimously adjourned at 9:21 pm. The next meeting is scheduled for October 14, 2020.

C. P. Lakes Association, Board of Directors



Signature

10/27/2020

Date