

**C.P. LAKES ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
October 14, 2020**

BOARD MEMBERS

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

OTHERS PRESENT

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

Article I. Call to Order

- (a) Association President Terrie Rayl called the meeting to order at 7:15 pm via Phone/Video Conference: <https://us02web.zoom.us/j/85113634884> Meeting ID: 851 1363 4884 or Dial 1-669-900-9128 Meeting ID:85113634884#.

Article II. Board Reorganization

- (a) The Board was reorganized as follows: Terrie Rayl as President, Eduardo Chavez as Vice President and Secretary, Wendy Wyss as the Treasurer, Katerina Blazek as Director, Barbara Boyington as Director, and Paul Marks as Director.

Article III. Open Forum

- (a) A homeowner reported on a crying dog in one of the units.
- (b) A homeowner reported that bins 9, 10, and 11 have not been picked up for two weeks.

Article IV. Approval of Minutes

- (a) The Board of Directors reviewed the September 9, 2020 regular board meeting minutes. Katerina Blazek made a motion to approve the September 9, 2020 regular meeting minutes. Wendy Wyss seconded the motion and it passed unanimously.
- (b) The Board of Directors reviewed the September 9, 2020 executive board meeting minutes. Wendy Wyss made a motion to approve September 9, 2020 executive meeting minutes. Barbara Boyington seconded the motion and it passed unanimously. The Board reviewed and approved the minutes in executive session.

Article V. Reports

Section 5.01 Treasurer

- (i) The Board review the unaudited financials dated September 30, 2020 and August 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 September 30, 2020 and August 31, 2020. The Board reviewed the fiscal year end closing

instructions and recommendations from the CMS accountant. Wendy Wyss made a motion to move the 2019-2020 year to date operating income over expense of \$12,754.43, before any other year end adjustments/accruals, to reserves to better fund the reserves. Katerina Blazek seconded the motion and it passed unanimously.

- (ii) The Board revised and discussed upcoming CD renewals.

Section 5.02 Committees

(a) Landscape

- (i) The Landscape Committee chair, Terrie Rayl reported on the monthly walkthrough. Terrie Rayl reported on the lake pump issue under warranty with Pacific Water Art.

(b) Large Trees

- (i) The Landscape Committee chair, Terrie Rayl, reported on the large tree work. The Board reviewed a proposal from Brightview Tree Care Services for fall tree maintenance totaling \$15,980. Terrie Rayl made a motion to approve the proposal from Brightview Tree Care Services totaling \$15,980. Wendy Wyss seconded the motion and it passed.

(c) Architectural

- (i) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 160 to replace the floors.
- (ii) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 114 to upgrade their panel.

(d) Parking

- (i) The Parking Committee chair, Katerina Blazek reported on community parking. Katerina Blazek her term as parking chair ended. The Board appointed Denley Rafferty to be the parking queen chair and help monitor parking compliance.

(e) Pool & Spa

- (i) It was noted the pool heat is turned off in October. The Board discussed possible updates to the pool/spa use mandate. The Board asked that the property management check on the updates and provide a recommendation.

Section 5.03 Manager

- (a) The Board reviewed the work orders received over the last 30 days. The Board discussed the trash issues at dumpster 9, 10, and 11. The Board agreed to enhance the signage at the enclosure areas, send the owners a reminder, and work with Recology to resolve the pickup issues. The Board agreed to further inquiry into adding a camera at dumpster 11 to observe for violations leading to Recology refusal for service. The Board discussed the possibility of laundry inside the units. The Board agreed to consult with a plumber for feasibility. It was noted the wood siding outside of unit 201/203 needed to be painted after the repairs. Terrie made a motion to approve an amount not to exceed \$250 for new dumpster signs. Katerina Blazek seconded the motion and it passed unanimously.
- (b) The Board reviewed the annual working calendar. It was noted to add the gutter notices and a December meeting to the calendar.
- (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.
- (d) The Board reviewed incoming and outgoing correspondence.

Article VI. Unfinished Business

- (a) It was noted the re-pipe plumbing project was on hold due to the shelter in place restrictions.
- (b) The Board discussed and considered another bike rack system for the bike cages. The Board considered balcony repairs for unit 252 and reviewed photos. The board approved proposal from GBG to rebuild deck at 252 for \$20,881.91. The board reviewed a proposal for repairs at 244 and asked for a proposal considering they would be on site for 252 rebuild. Wendy Wyss made a motion to approve the GBG to rebuild deck at unit 252 for \$20,881.91 and ask that they provide a proposal for the repairs at unit 244. Eduardo Chavez seconded the motion and it passed unanimously.

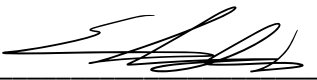
Article VII. New Business

- (a) The Board briefly discussed deck rebuild project for the current fiscal budget. It was noted GB Group would provide an assessment.
- (b) The Board reviewed the recent fire hydrant test as performed by Lund Pearson McLaughlin Fire Protection Systems.
- (c) The Board reviewed the proposal for repairs to the fire sprinklers above the dumpsters, as prepared by Lund Pearson McLaughlin Fire Protection Systems. The Board asked to verify whether the sprinklers were required to be in working order, before taking action.
- (d) The Board discussed and reviewed a proposal from MP Concrete to make repairs to the walkways outside of the fenced area in the community totaling \$9,740. Eduardo Chavez asked that the areas near #8, #1, & #11, be also included to prevent the gates from catching. Terrie Rayl made a motion to approve the proposal from MP Concrete totaling \$9,740, plus the gate area grinds noted. Katerina Blazek seconded the motion and it passed unanimously.
- (e) The Board reviewed a proposal from Franz Termite for local treatment at unit 248, totaling \$680. Wendy Wyss made a motion to approve the proposal from Franz Termite dated September 21, 2020 for local treatment totaling \$680. Terrie Rayl seconded the motion and it passed unanimously.
- (f) It was reported the new sensor switches had been installed at the laundry rooms and in the clubhouse and clubhouse bathrooms.
- (g) The Board asked for a reminder to adequately dispose of trash in the appropriate bins and that the newsletter be sent to all owners.

Article VIII. Adjournment

- (a) There was no further business before the Board and the meeting was unanimously adjourned at 8:29 pm.

C. P. Lakes Association, Board of Directors



Signature

12/30/2020

Date