

**C.P. LAKES ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
December 9, 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 7:01 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. Open Forum

- (a) A homeowner suggested a notice be sent to the owners to wear masks in the laundry room.
- (b) A homeowner inquired about the process of allowing owners to install an in-unit washer dryer.

Article III. Approval of Minutes

- (a) The Board of Directors reviewed the October 14, 2020 annual meeting minutes. Katerina Blazek made a motion to approve the October 14, 2020 annual meeting minutes draft. Wendy Wyss seconded the motion and it passed unanimously.
- (b) The Board of Directors reviewed the October 14, 2020 regular board meeting minutes. Wendy Wyss made a motion to approve the October 14, 2020 regular meeting minutes. Katerina Blazek seconded the motion and it passed unanimously.
- (c) The Board of Directors reviewed the October 14, 2020 executive board meeting minutes. Eduardo Chavez made a motion to approve the October 14, 2020 executive meeting minutes. Katerina Blazek seconded the motion and it passed unanimously.
- (d) The Board of Directors reviewed the November 11, 2020 regular board meeting minutes. Katerina Blazek noted the CD renewal amount descriptions be consistent. Wendy Wyss made a motion to approve the November 11, 2020 regular meeting minutes as amended. Eduardo Chavez seconded the motion and it passed unanimously.
- (e) The Board of Directors reviewed the November 11, 2020 executive board meeting minutes. Katerina Blazek made a motion to approve the November 11, 2020 executive meeting minutes. Eduardo Chavez seconded the motion and it passed unanimously.

Article IV. Reports

Section 4.01 Treasurer

- (i) The Board review the unaudited financials dated November 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 November 30, 2020.
- (ii) The Board revised and discussed upcoming CD renewals.
- (iii) The Board reviewed the 2019-2020 CPA year-end financial review, as prepared by Van Sloten & Laranang CPAs dated November 30, 2020. Barbara Boyington made a motion to approve the 2019-2020 CPA year-end financial review, as prepared by Van Sloten & Laranang CPAs dated November 30, 2020. Eduardo Chavez 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.
- (ii) The Board reviewed the updated Common Ground landscape contract reflecting the new monthly amount of \$10,300, scheduled to start in the new calendar year. Katerina Blazek made a motion to approve the updated Common Ground landscape contract for \$10,300 monthly. Eduardo Chavez seconded the motion and it passed unanimously.

(b) Large Trees

- (i) The Landscape Committee chair, Terrie Rayl, reported on the upcoming large tree maintenance.

(c) Architectural

- (i) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 160 to add recessed lighting.
- (d) The Board acknowledged the Architectural Committee and Board reviewed and did not approve an architectural request from unit 110 to add a ring doorbell, as requested.

(e) Parking

- (i) The Board reviewed a parking request.

(f) Pool & Spa

- (i) It was noted the pool/spa are closed for the season.

Section 4.03 Manager

- (a) The Board reviewed the work orders received over the last 30 days. The Board discussed and reviewed a possible bill back in the work orders and asked the property manager to inquiry about the cause of the backup.
- (b) The Board reviewed the annual working calendar. It was noted to add the CPA year end approval in December. The Board also considered and asked for painting proposals.
- (c) The Board reviewed incoming and outgoing correspondence.

Article V. 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.
- (c) The Board reviewed a proposal from GB Group to replace the deck boards with Trex for unit 244. Terrie Rayl made a motion to approve the proposal from GB Group dated November 25, 2020 totaling \$4,371. Barbara Boyington seconded the motion and it passed unanimously.

- (d) The Board reviewed a recommendation from GB Group for the phase 4 deck rebuild project. The Board agreed with the recommendations and agreed to start this project, after the completion of the paint project.
- (e) Mike Brasil reported Shawn Gray, from Lund Pearson McLaughlin Fire Protection Systems was working on providing an assessment of recent sprinkler repair work at the dumpster enclosures.
- (f) Mike Brasil reported The Repair People continue to work on a proposal to add the laundry room fan, as suggested by the Board.
- (g) The Board discussed and continues to work on the verbiage for the new trash enclosure signs.

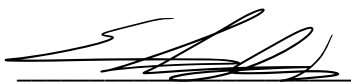
Article VI. New Business

- (a) The Board reviewed and discussed two proposals from Benrich. One proposal was to repair boiler #2 pipeline leaks totaling \$1,617.21. The second proposal was to replace two return pumps at boiler room #2 totaling \$2,545.13. Terrie Rayl made a motion to approve both Benrich proposals totaling \$4,162.34. Katerina Blazek seconded the motion and it passed unanimously.
- (b) The Board reviewed the updated property management contract from Community Management Services Inc. totaling \$6,000 per month. Katerina Blazek made a motion to approve the updated property management contract from Community Management Services Inc totaling \$6,000 per month. Barbara Boyington seconded the motion and it passed unanimously.
- (c) The Board reviewed a proposal from All Fence to replace the wood patio fence at unit 225 and decided to take no action at this time.
- (d) The Board reviewed two proposals from Vent Cleaner and COIT to clean the dryer vents at each laundry room. Barbara Boyington made a motion to approve the proposal from COIT. Eduardo Chavez seconded the motion and it passed unanimously.
- (e) Mike Brasil reported the building need to be inspected and rodent proofed. Mike Brasil reported Donovan's Pest Control was scheduled to come to the community to provide an assessment of two buildings for rodent proofing, at no charge.
- (f) The Board discussed the need for racoon trapping.
- (g) The Board discussed the timely delivery of the monthly newsletter.
- (h) The Board asked for these newsletter reminders: offer e-statements option, sweep balconies, no holiday lights reminder, and add x-mas tree disposal information.

Article VII. Adjournment

- (a) There was no further business before the Board and the meeting was unanimously adjourned at 9:03 pm.

C. P. Lakes Association, Board of Directors



Signature

01/21/2021

Date