

**C.P. LAKES ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
January 13, 2021**

**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 7:02 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 inquired about the possibility of indoor laundry and the membership approval requirements and timeline.
- (b) A homeowner reported compost dumping violations.
- (c) A homeowner reported illegal dumping at dumpster 10, in the early hours of the morning.
- (d) A homeowner inquired about posting the agenda on the website.
- (e) A homeowner inquired about a security camera request.

**Article III. Approval of Minutes**

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

**Article IV. Reports**

***Section 4.01 Treasurer***

- (i) The Board review the unaudited financials dated December 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 December 31, 2020.
- (ii) The Board revised and discussed upcoming CD renewals. Wendy Wyss made a motion to approve the renewals of the two CDs, Bank of China for \$2,076.56 & First Horizon Bank for \$97,923.44, for another 6 MO with the highest yielding

within the FDIC insured limits. 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 and provide a landscape maintenance update.

**(b) Large Trees**

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

**(c) Architectural**

- (i) The Board reviewed and considered changes to security camera standard.
- (ii) The Board and Architectural Committee acknowledged the window completion notice from unit 275, as submitted.

**(d) Parking**

- (i) The Board discussed parking use and activity.

**(e) Pool & Spa**

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

**Section 4.03 Manager**

- (a) Board reviewed the work orders received over the last 30 plus days. The Board discussed the rodent activity reports and noted repairs related to rodent exclusion.
- (b) The Board reviewed the annual working calendar and made changes.
- (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) Mike Brasil reported Shawn Gray, from Lund Pearson McLaughlin Fire Protection Systems was working with Plumtech to provide a proposal for piping repairs to the sprinklers at dumpster 2 & 7.
- (c) Mike Brasil reported The Repair People continue to work on a proposal to add the laundry room fan, as suggested by the Board.
- (d) The Board discussed and reviewed updated dumpster enclosure signs. Wendy Wyss made a motion to approve an amount not to exceed \$1,200 to purchase 11 updated dumpster enclosure signs. Katerina Blazek seconded, and it passed unanimously.
- (e) The Board reviewed the inspection and proposal from Donovan's Pest Control for exclusion work at the buildings with units 271-274, 279-282, 287-290. The Board agreed to have the buildings with units, Units 1 – 20, Units 20 – 32, Units, 121-132, Units 133 – 144, and 161 – 170, inspected for exclusion work.
- (f) The Board reviewed the proposal from COIT to clean the laundry room dryer ducts totaling \$1,920. Katerina Blazek made a motion to approve the proposal from COIT totaling \$1,920. Eduardo Chavez seconded the motion and it passed unanimously.
- (g) The Board discussed the balcony rebuilds and repairs for 2021. The Board agreed to address the repairs at units 244, 253, 269, and the rebuilds at units 252, 228, 220.

**Article VI. New Business**

- (a) The Board reviewed and discussed the scope of work for the upcoming painting project. The Board discussed the use and need of a construction manager. The property

manager recommended the board utilize the services of a construction manager to oversee the project, which is to make wood repairs and paint all buildings. The Board agreed to have the board president work directly with the painting company chosen for this project. The Board asked for a few bids to review at their next meeting.

- (b) The Board discussed the recent plumbing issues related to boiler 4 and how it effected the residents. The Board unanimously agreed to purchase an extra circulating pump, to keep onsite for emergency purposes.
- (c) The Board reviewed two proposals to extend the bike cage, near the tennis courts, to the top of the carport and prevent break ins. The proposals were from The Repair People and Brian's Welding. Wendy Wyss made a motion to approve the proposal from Brian's Welding totaling \$6,800. Katerina Blazek seconded the motion and it passed unanimously.
- (d) The review of the updated property management agreement was deferred until next month's meeting.
- (e) The Board discussed the newsletter delivery issues and asked to see the list of owners on e-statements and regular mail. The Board also asked for a reminder to not store shoes outside in front of the entryway, no string lights, include the shut off procedure, and add dumpster rules notice.

**Article VII. Adjournment**

- (a) There was no further business before the Board and the meeting was unanimously adjourned at 9:22 pm.

C. P. Lakes Association, Board of Directors



Signature

02/22/2021

Date