

**C.P. LAKES ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
February 10, 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**

5 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 7:04 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 process to update major community components to allow for indoor laundry units.
- (b) A homeowner reported illegal dumping at enclosure 11.
- (c) A homeowner reported residents leaving recyclables in the regular dumpster.
- (d) A homeowner reported the stairways were dusty due to the gutter cleaning crews on the roof.

**Article III. Approval of Minutes**

- (a) The Board of Directors reviewed the January 13, 2021 regular and executive board meeting minutes. Katerina Blazek made a motion to approve the January 13, 2021 regular and executive board meeting minutes. Wendy Wyss seconded the motion and it passed unanimously.

**Article IV. Reports**

***Section 4.01 Treasurer***

- (i) The Board review the unaudited financials dated January 31, 2021. Wendy Wyss reported on the financials. The Board declared every individual member of the Board reviewed all nine of the documents in accordance with California Civil Code 5500 for the month ending January 31, 2021.
- (ii) The Board revised and discussed upcoming CD renewals. Wendy Wyss made a motion to approve the renewal of the Simmons Bank CD, for 100k, for another 12 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 upcoming ivy mowing work. Terrie Rayl also provided an updated on the pond pump under warranty repairs.
- (b) *Large Trees*
  - (i) The Landscape Committee chair, Terrie Rayl, reported on large tree maintenance.
- (c) *Architectural*
  - (i) The Board reviewed, discussed, and made changes to CP Lakes Homeowner Security Camera Standard. Wendy Wyss made a motion to approve the CP Lakes Homeowner Security Camera Standard and send out to the owners for a 30-day comment period. Katerina Blazek seconded motion and it passed unanimously.
  - (ii) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 72 to replace the unit floor.
- (d) *Parking*
  - (i) The Board discussed parking use and activity. It was noted a few of the daily patrol reports were not submitted by the company and asked the property manager to check with the company about possible missed visits.
- (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 unanimously agreed to notify the residents of the building with units 109-132 about possible misuse of the building utility closet.
- (b) The Board discussed the rodent activity reports and noted repairs related to rodent exclusion.
- (c) The Board reviewed the annual working calendar.
- (d) The Board reviewed incoming and outgoing correspondence. The Board asked that the owner be notified about the pet violation, per the correspondence submitted.

#### 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 reviewed the proposal from Plumb Tech Inc. to make the plumbing repairs flagged by Lund Pearson McLaughlin Fire Protection Systems, to repair the sprinklers at dumpster 2 & 7. Katerina Blazek made a motion to approve the proposal from Plumb Tech Inc., minus any concrete repairs, not to exceed \$3,500. Barbara Boyington seconded the motion and it passed unanimously.
- (c) The Board discussed adding fans to the laundry room to better control the temperatures in the laundry rooms.
- (d) The Board reviewed the proposal from Donovan's Pest Control to perform exclusion work at five different buildings with units 1-20, 21-32, 133-144, 161-170. Terrie Rayl made a motion to approve the proposal from Donovan's Pest Control totaling \$875. Eduardo Chavez seconded the motion and it passed unanimously.
- (e) The Board reviewed the proposal from GB Group to rebuild and make repairs to the balconies 252, 228, 220, 244, 253, and 269, totaling \$70,169.53. Wendy Wyss made a motion to approve the proposal from GB Group proposal to rebuild and make repairs to the balconies 252, 228, 220, 244, 253, and 269, totaling \$70,169.53 and required drawings for city permits. Barbara Boyington seconded the motion and it passed unanimously.

- (f) The Board reviewed building painting proposals from EKIM Painting, R.E. Brooker Co, and Varsity Painting. The Board agreed to wait until the wood repairs proposal were in to make a final decision.
- (g) Mike Brasil reported the wrought iron bike cage extension work, scheduled with Brian's Welding, was in production.
- (h) The Board reviewed the updated Community Management Services Inc property management agreement. Wendy Wyss made a motion to approve the Community Management Services Inc property management agreement. Katerina Blazek seconded the motion and it passed unanimously.
- (i) The Board discussed the monthly newsletter. The board confirmed receipt of the newsletter mailing. The Board asked the following items be included in the next newsletter: a reminder to keep balconies cleaned for the upcoming building painting project, reminder about recycling and to keep the lid down after use, keep blurb about new dues amount, a reminder to not store shoes or cabinets at the front entryway, and notice about old mixet valves.

**Article VI. New Business**

- (a) The Board reviewed an updated CSC laundry agreement. It was noted the agreement required several changes before it could be approved.

**Article VII. Adjournment**

- (a) There was no further business before the Board and the meeting was unanimously adjourned at 8:59 pm.

C. P. Lakes Association, Board of Directors



Signature

03/27/2021

Date