

**C.P. LAKES ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
March 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

6 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 7:00 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 reported racoon scat near their unit.
- (b) A homeowner reported people racing their bicycles through the parking lot.
- (c) A homeowner inquired whether the work being performed at the balconies were the correct balconies, based on the visual inspection noticed onsite by one of the owners.
- (d) A homeowner inquired about the possibility of indoor laundry units. The Board noted the sewer system and electrical systems would require updates, and a special assessment approval would be required by the membership. The Board noted they did not have the bandwidth to take on this project.
- (e) A homeowner reported compost in the garbage bin.
- (f) A homeowner reported an issue with the property manager and management company and asked to send a note to the board.

Article III. Approval of Minutes

- (a) The Board of Directors reviewed the February 10, 2021 regular board meeting minutes. Katerina Blazek noted the word recyclables needed to be corrected in Article III, Open Forum, paragraph c; change a period to coma in Section 4.01 Committees Landscape, paragraph I; change the word “build” to “ building” under Section 4.03 Manager, paragraph A; correct Plumb Tech’s name in Article IV Unfinished Business, paragraph B; and in Article IV Unfinished Business paragraph G reword the sentence to better describe the extension work scheduled at the bike cage near the tennis court. Katerina Blazek made a motion to approve the February 10, 2021 regular board meeting minutes, as changed. Wendy Wyss seconded the motion and it passed unanimously.
- (b) The Board of Directors reviewed the February 10, 2021 executive board meeting minutes. Katerina Blazek made a motion to approve the February 10, 2021 executive

board meeting minutes. Barbara Boyington seconded the motion and it passed unanimously.

- (c) The Board of Directors reviewed the February 24, 2021 executive board meeting minutes. Katerina Blazek noted the date was incorrect as noted on the minutes and needed to be changed to February 24, 2021. Katerina Blazek made a motion to approve the February 24, 2021 executive board meeting minutes, as changed. Barbara Boyington seconded the motion and it passed. Eduardo Chavez abstained.

Article IV. Reports

Section 4.01 Treasurer

- (i) The Board reviewed, discussed, and authorized electronic transfers. Wendy Wyss made a motion that all electronic utilities, insurance, and reserve contributions are approved by the Board for entire of year 2021 for the purposes of California Civil Code 5502. Barbara Boyington seconded the motion and it passed unanimously.
- (ii) The Board reviewed the unaudited financials dated February 28, 2021. 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 February 28, 2021.
- (iii) The Board revised and discussed upcoming CD renewals.

Section 4.02 Committees

- (a) Landscape
 - (i) The Landscape Committee chair, Terrie Rayl, reported on the monthly walkthrough and Koi pond dry pump. Terrie Rayl made a motion to approve the proposal from Pacific Water Art, dated February 17, 2021, totaling \$2,585. Katerina Blazek seconded the motion and it passed unanimously.
- (b) Large Trees
 - (i) The Landscape Committee chair, Terrie Rayl, reported on large tree maintenance.
- (c) Architectural
 - (i) It was noted the CP Lakes Homeowner Security Camera Standard was out for homeowner 30-day comment period and would be ready for approval at the following regular board meeting.
 - (ii) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 178 to replace the bedroom window.
 - (iii) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 110 doorbell camera request.
 - (iv) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 299 to replace the unit flooring.
- (d) Parking
 - (i) The Board discussed parking use and activity.
- (e) Pool & Spa
 - (i) It was noted the pool/spa are still closed for the season.

Section 4.03 Manager

- (a) Board reviewed the work orders received over the last 30 plus days. The property manager reported Donovan's Pest Control was going to come back onsite to further inspect the Building with unit 144 to ensure not openings were missed during the exclusion work.

- (b) The Board reviewed the annual working calendar and noted the Board was the nominating committee.
- (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 Plumb Tech Inc was still working to complete the irrigation piping repairs at dumpster 2 & 7.
- (c) Terrie Rayl reported she was working to order the updated dumpster signs.
- (d) The Board reviewed a proposal from Quilici Engineers to update the drawings for the elevated balconies with the city of Mountain View totaling \$1,995. Katerina Blazek made a motion to approve the proposal from Quilici Engineers totaling \$1,995. Wendy Wyss seconded the motion and it passed unanimously.
- (e) The Board reviewed and discussed the building wood repairs and painting proposals from EKIM Painting, R.E. Brooker Co, Urban, Accolade, and Varsity Painting. Wendy Wyss made a motion to approve the proposal from EKIM Paining totaling \$739,456. Barbara Boyington seconded the motion and it passed unanimously.
- (f) The property manager reported the bike cage wrought iron extension enhancement work was complete.
- (g) The property manager reported the CSC laundry agreement proposal was pending revisions and not yet ready for Board review.
- (h) The Board discussed the monthly newsletter. The board agreed to include no flushing of disposal wet wipes, add information on the upcoming wood repairs and painting, and remind owners that charcoal BBQs are not permitted.

Article VI. New Business

- (a) The Board reviewed the environmental warning notice from the city of Mountain View, regarding the recent sewer back up. The Board noted the plumbing would be repaired and asked for a proposal to hydro flush the system twice a year.
- (b) The Board reviewed an authorization to record notice of delinquent assessments for APN 158-46-288. Wendy Wyss made a motion to approve the authorization to record notice of delinquent assessments for APN 158-46-288. Katerina Blazek seconded the motion and it passed unanimously.
- (c) The Board agreed to add any new pool opening information and discuss the upcoming wood repairs/painting schedule at the next board meeting.

Article VII. Adjournment

- (a) There was no further business before the Board and the meeting was unanimously adjourned at 8:34 pm.

C. P. Lakes Association, Board of Directors



Signature

04/27/2021

Date