

**C.P. LAKES ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
April 14, 2021**

BOARD MEMBERS

Terrie Rayl	President
Eduardo Chavez	Vice President / Secretary
Wendy Wyss	Treasurer
Paul Marks	Director
Barbara Boyington (absent)	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 7:01 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 inquired about the plumbing repairs near dumpster #3.
- (b) A homeowner inquired about a water shut off scheduled for unit #222, which affected other buildings.
- (c) A homeowner reported residents throwing recyclables in the compost bin.

Article III. Approval of Minutes

- (a) The Board of Directors reviewed the March 10, 2021 regular board meeting minutes. Katerina Blazek noted the following changes: under Open Forum, paragraph d change to “to take on” in second sentence; under Reports Treasurer, paragraph i. & ii. change review to reviewed; under Reports Committee, paragraph a. i., change period to comma; under Reports remove italics. Wendy Wyss made a motion to approve the March 10, 2021 regular board meeting minutes, as changed. Eduardo Chavez seconded the motion and it passed unanimously.
- (b) The Board of Directors reviewed the March 10, 2021 executive board meeting minutes. Katerina Blazek made a motion to approve the March 10, 2021 executive board meeting minutes. Terrie Rayl seconded the motion and it passed unanimously.

Article IV. Reports

Section 4.01 Treasurer

- (i) The Board reviewed the unaudited financials dated March 31, 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 March 31, 2021.
- (ii) The Board reviewed and discussed upcoming CD renewals. Wendy Wyss made a motion to renew the Truist Bank 100 CD for another 12-month term with the highest yielding within the FDIC insured limits. Katerina Blazek seconded, and it passed unanimously.

Section 4.02 Committees

- (a) Landscape
 - (i) The Landscape Committee chair, Terrie Rayl reported on the ongoing landscape maintenance.
- (b) Large Trees
 - (i) The Landscape Committee chair, Terrie Rayl, reported on large tree maintenance.
- (c) Architectural
 - (i) The Board noted the CP Lakes Homeowner Security Camera Standard has been out for homeowner 30-day comment. The Board noted there were comments submitted by the owners and more time would be needed to review all comments submitted by the owners and legal counsel. Katerina Blazek made a motion to delay the approval of the CP Lakes Homeowner Security Camera Standard until the next meeting to give the Board enough time to go through all the comments and make changes, if needed. Wendy Wyss seconded the motion and it passed unanimously.
 - (ii) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 24 to update the unit electrical panel.
 - (iii) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 44 to replace the front door.
 - (iv) The Board acknowledged the Architectural Committee reviewed and approved an architectural request to add a camera at the front entry of unit 300.
 - (v) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 233 to add a front screen door.
 - (vi) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 36 to replace the front door lock and install an entry door camera.
 - (vii) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 235 to replace the balcony safety net.
 - (viii) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 187 to add a front screen door and replace the bedroom window.
- (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. Terrie Rayl reported the sliding glass door lock in laundry room #2 was not working and CSC would need to come out to straighten the machines in laundry room #2.
- (b) The Board reviewed the annual working calendar.
- (c) The Board reviewed incoming and outgoing correspondence. The Board considered rekeying the laundry room doors, eleven gates leading to the pool, and both gazebo doors. The Board asked for a proposal from The Repair People.

Article V. Unfinished Business

- (a) The Board discussed the re-pipe plumbing project and asked the CM to be notified the Board was considering doing this work in mid-July.
- (b) The Board reviewed the proposal from Plumb Tech to make repairs to the dumpster sprinklers at dumpster area #2,7,11 totaling \$11,600. Katerina Blazek made a motion to approve the proposal from Plumb Tech. Eduardo Chavez seconded the motion and it passed unanimously.

- (c) The property manager noted the work continues to find a HVAC company to look at the laundry rooms and provide other options to further ventilate the laundry rooms.
- (d) Terrie Rayl reported the dumpster signs have been installed at all dumpster areas.
- (e) It was reported GB Group balcony rebuilds were pending the city inspector sign off, before they could complete the balconies. The Board noted the completion of the decks was put on hold until the fall, until the deck materials were delivered, and after the upcoming building painting project.
- (f) It was noted the building wood repairs and community wide painting project was on hold, pending the conclusion of the balcony work by GB Group.
- (g) The Board reviewed an updated lease agreement from CSC for the laundry room machine services. Terrie Rayl made a motion to approve the board president to contact legal counsel to review the contract from CSC. Wendy Wyss seconded the motion and it passed unanimously.
- (h) The Board asked for the following topics to be added to the next newsletter: the upcoming re-pipe project, reminder about the upcoming wood repairs & paint project, no shoe racks permitted at the front entry, no string lights, and a reminder for residents to be mindful of noise when outside because many people still working from home.

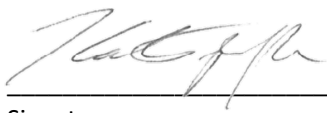
Article VI. New Business

- (a) The Board reviewed the FHA Approval contract dated March 29, 2021 totaling \$765. Wendy Wyss made a motion to approve the proposal from the FHA Approval Contract renewal totaling \$765. Katerina Blazek seconded, and it passed unanimously.
- (b) It was noted the city violation notice was cleared, after the repair of the plumbing under the walkway near unit #252. The Board reviewed a proposal from Plumb Tech to hydro flush the 36 sewage clean outs near the storm drains totaling \$3,600. Terrie Rayl made a motion to approve the proposal from Plumb Tech totaling \$3,600. Wendy Wyss seconded the motion and it passed unanimously.
- (c) The Board also reviewed the proposal from MP Concrete to repair the walkway, related to the plumbing repair, near unit #252, totaling \$1,450. Eduardo Chavez made a motion to approve the proposal from MP Concrete totaling \$1,450. Wendy Wyss seconded the motion and it passed unanimously.
- (d) The Board reviewed a proposal for the inspector of election services, from Condo Elects. Katerina Blazek made a motion to approve the proposal from Condo Elects. Eduardo Chavez seconded the motion and it passed unanimously.
- (e) The Board reviewed the inspection and proposal for treatment, at unit 290, from Franz Termite Control. Wendy Wyss made a motion to approve the repair proposal for local treatment, as proposed by the Franz Termite Control. Katerina Blazek seconded the motion and it passed unanimously.

Article VII. Adjournment

- (a) There was no further business before the Board and the meeting was unanimously adjourned at 8:20 pm.

C. P. Lakes Association, Board of Directors



Signature

05/24/21

Date