

**C.P. LAKES ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
May 12, 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

3 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/89885470311> Meeting ID: 898 8547 0311 or Dial 1-669-900-9128 Meeting ID: 89885470311#.

Article II. Open Forum

- (a) A homeowner inquired about a welcoming packet for new homeowners.

Article III. Approval of Minutes

- (a) The Board of Directors reviewed the April 13, 2021 regular board meeting minutes. Katerina Blazek noted the following changes: under Open Forum, paragraph b change effected to affected; under Reports Treasurer, paragraph i & ii change "review" to "reviewed"; under Reports Treasurer, paragraph ii change "MO" to "month"; under Architectural remove italics font; under Manager, paragraph c capitalize The Repair People company name; under New Business, paragraph e correct the termite company to Franz Termite Control. Katerina Blazek made a motion to approve the April 13, 2021 regular board meeting minutes, as changed. Eduardo Chavez seconded the motion and it passed. Barbara Boyington abstained.
- (b) The Board of Directors reviewed the April 13, 2021 executive board meeting minutes. Katerina Blazek made a motion to approve the April 13, 2021 executive board meeting minutes. Eduardo Chavez seconded the motion and it passed. Barbara Boyington abstained.

Article IV. Reports

Section 4.01 Treasurer

- (i) The Board reviewed the unaudited financials dated April 30, 2021. Wendy Wyss reported on the financials. The Board declared every individual member of the Board has reviewed all nine of the documents in accordance with California Civil Code 5500 for the month ending April 30, 2021.
- (ii) The Board reviewed and discussed upcoming CD renewals. Wendy Wyss made a motion to renew the Glacier Bank CD for 100k, Glacier Bank CD for 50k, and Bank of America CD for 100k for another 12-month term with the highest yield within the FDIC insured limits. Katerina Blazek seconded, and the motion passed unanimously.

Section 4.02 Committees

- (a) Landscape

- (i) The Landscape Committee chair, Terrie Rayl reported on the ongoing landscape maintenance, upcoming maintenance to cut back vegetation from the building and tree wells. Terrie Rayl also noted the upcoming annual color change.
- (b) Large Trees
 - (i) The Landscape Committee chair, Terrie Rayl, reported on large tree maintenance.
- (c) Architectural
 - (i) The Board reviewed an updated draft of the CP Lakes Homeowner Security Camera Standard, which included owner and legal feedback changes. Katerina Blazek made a motion to approve the CP Lakes Homeowner Security Camera Standard draft and mail it out to the owners for a 30-day comment period. Wendy Wyss seconded the motion and it passed unanimously.
 - (ii) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 187 to replace the bedroom window.
 - (iii) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 118 to install recessed lighting.
 - (iv) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 223 to replace the windows and sliding glass door.
 - (v) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 214 to add a closet to the bedroom.
- (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 until further notice.

Section 4.03 Manager

- (a) Board reviewed the work orders received over the last 30 plus days.
- (b) The Board reviewed the annual working calendar.
- (c) The Board reviewed incoming and outgoing correspondence. The Board asked for the arborist to look at the tree near unit 221, have Manuel look at the slab in the back patio of unit 221, and have EKIM check for the boards at the balcony of unit 256.

Article V. Unfinished Business

- (a) The Board discussed the re-pipe plumbing project and asked the construction manager to draft a notice to notify the owners of the upcoming replumbing project later this year.
- (b) It was noted the fire sprinkler piping work at the dumpster enclosures 2, 7, and 11 were complete and functional.
- (c) The Board discussed adding fans in the laundry rooms. The property manager reported on an onsite meeting with an HVAC company and the necessary work to change the ventilation system of the laundry rooms. The Board agreed to leave the laundry rooms as built, and not go through a laundry room update project at this time. Katerina Blazek made a motion to table the topic. Barbara Boyington seconded the motion and it passed unanimously.
- (d) The Board discussed and acknowledged the permit process delay from the city of Mountain View to issue the necessary permits and fees to allow GB Group to complete the balcony rebuild projects underway. It was noted once the permits are issued, it will take about 7-10 days to complete the balcony rebuilds underway.
- (e) It was noted the building wood repairs and community-wide painting project was delayed due to the open balcony rebuild projects. The property manager reported that EKIM Painting was working to start on another end of the community, to avoid further delays, to give the balcony rebuild contractor additional time to complete the balcony rebuilds.
- (f) The Board reviewed and discussed the proposed lease agreement from CSC for the laundry room machine services. Terrie Rayl made a motion to allow the board president to connect

with legal counsel to advise on whether a special assessment would be required if the association opted to purchase their own laundry machines. Wendy Wyss seconded the motion and it passed. The Board agreed to have legal counsel review the lease agreement and consider an appropriate negotiating strategy to include the association's changes in a yearly renewal, if possible.

- (g) The Board asked for the following topics to be added to the next newsletter: the upcoming wood repairs and paint projects, no shoe racks permitted at the front entry notice, and include water conservation notice.

Article VI. New Business

- (a) The Board discussed and acknowledged Eduardo Chavez's resignation from his director seat at the end of the day. The Board considered Shaily Bhargav to fill Eduardo Chavez's director seat. Katerina Blazek made a motion to appoint Shaily Bhargav to fill Eduardo Chavez's seat. Wendy Wyss seconded the motion and it passed unanimously. The Board considered Karen Fontana to join the Board. Terrie Rayl made a motion to appoint Karen Fontana to fill the open board seat. Katerina Blazek seconded the motion and it passed unanimously. The Board discussed director positions. Terrie Rayl made a motion to appoint Barbara Boyington to the secretary director position. Katerina Blazek seconded the motion and it passed unanimously. Terrie Rayl made a motion to appoint Katerina Blazek to the vice president seat. Eduardo Chavez seconded the motion and it passed unanimously.
- (b) The Board reviewed the plumbing reimbursement request from unit 258, regarding the plumbing issue related to tree roots. Katerina Blazek made a motion to approve the plumbing reimbursement request by unit 258 because the plumbing call was related to common area plumbing responsibilities. Eduardo Chavez seconded the motion and it passed unanimously.
- (c) The Board asked that the 2021 annual, budget discussion, and insurance renewal to be added to next month's agenda.
- (d) The Board reviewed and approved an authorization to record notice of delinquent assessment for APN 158-46-299. Katerina Blazek made a motion to approve the authorization to record notice of delinquent assessment for APN 158-46-299. Wendy Wyss 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 9:01 pm.

C. P. Lakes Association, Board of Directors

Katerina Blazek
Signature

11/29/2021

Date