

**C.P. LAKES ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
June 9, 2021**

BOARD MEMBERS

Terrie Rayl	President
Katerina Blazek (absent)	Vice President
Wendy Wyss	Treasurer
Barbara Boyington	Secretary
Paul Marks	Director
Karen Fontana	Director
Shaily Bhargav	Director

OTHERS PRESENT

8 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/89885470311> Meeting ID: 898 8547 0311 or Dial 1-669-900-9128 Meeting ID: 89885470311#.

Article II. Open Forum

- (a) A homeowner inquired about the pool reopening.
- (b) A homeowner reported a light out near their unit.
- (c) A homeowner reported a real estate sign was installed in the common area and it was a violation of the documents.
- (d) A homeowner noted their interest in obtaining information for the possibility of each unit having an in-unit laundry.
- (e) A homeowner reported rodent activity in the attic space above their unit.
- (f) A homeowner reported rat droppings in their utility closet.

Article III. Approval of Minutes

- (a) The Board reviewed the May 12, 2021 regular and executive meeting minutes and agreed to wait to approve the minutes until after Katerina Blazek's review and feedback of the minutes.

Article IV. Reports

Section 4.01 Treasurer

- (i) The Board reviewed the unaudited financials dated May 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 May 31, 2021.
- (ii) The Board reviewed and discussed upcoming CD renewals. Wendy Wyss made a motion to renew the BOKF National Association CD, for another 12-month term with

the highest yielding within the FDIC insured limits. Shaily Bhargav seconded, and it passed unanimously.

- (iii) The Board reviewed and discussed the first draft of the 2021-2022 budget.

Section 4.02 Committees

- (a) Landscape

- (i) The Landscape Committee chair, Terrie Rayl reported on the ongoing landscape maintenance. Terrie Rayl reported on the possibility of donated koi for the community koi pond.

- (b) Large Trees

- (i) The Landscape Committee chair, Terrie Rayl, reported on large tree maintenance. It was noted Brightview Tree Care would be trimming back the trees above the building unit 144. Terrie Rayl reported that Brightview Tree Care inspected the cracks on the back patio concrete at unit 221, related to root intrusion.

- (c) Architectural

- (i) It was noted the CP Lakes Homeowner Security Camera Standard draft was out to the membership for a 30-day comment period.
 - (ii) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 20 to make changes to the flooring, as submitted.
 - (iii) The Board acknowledged the Architectural Committee reviewed and approved an architectural notice of completion, for a bedroom closet change, at unit 214.
 - (iv) The Board acknowledged the Architectural Committee reviewed and approved an architectural request to upgrade the electrical panel at unit 273.
 - (v) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 130 to replace a window.
 - (vi) The Board acknowledged the Architectural Committee reviewed and approved an architectural notice of completion, for the electrical panel upgrade from unit 24.
 - (vii) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 282 to change a non-load bearing wall.

- (d) Parking

- (i) The Board discussed parking use and activity. It was noted owners would need to remove vehicles from the carport for the painting project.

- (e) Pool & Spa

- (i) It was noted the pool/spa are still closed pending changes to the state pandemic mandates.

Section 4.03 Manager

- (a) The 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 agreed to have Donovan's Pest Control perform the exclusion and trapping work at the same building with units 132-144.

Article V. Unfinished Business

- (a) It was noted the Brook Construction Management, the construction manager for the re-pipe plumbing project at the building with units 49-60, was still working on a draft revision.
- (b) It was reported the balcony rebuilds at unit 252, 228, 220 were signed off by the city and completed by GB Group.

- (c) It was noted EKIM Painting had started the carport painting and would also be starting wood repairs on the buildings next.
- (d) The Board reviewed an updated lease agreement from CSC for the laundry room machine services and their recent response. The Board agreed to ask for another 1 yr. agreement with the same machines.
- (e) The Board asked for the following topics to be added to the next newsletter: check for rodent droppings in your utility closet and report, indoor laundry machines not permitted, add annual meeting notice, call CSC for any laundry room machine issues, and no feeding wildlife or leaving pet food out overnight.

Article VI. New Business

- (a) It was noted the annual meeting was forthcoming and the Board of Directors are the nominating committee. It was noted the nomination forms would be sent to all owners on record.
- (b) The Board reviewed two proposals from PlumbTech to make sewer repairs. The Board reviewed proposal 991209 to replace the sewer lines at unit 97/98 totaling \$12,800, damaged by roots. Terrie Rayl made a motion to approve the proposal from PlumbTech totaling \$12,800. Wendy Wyss seconded the motion and it passed unanimously. The Board reviewed proposal 991210 to replace the sewer laterals, due to root damage, near unit 258 totaling \$6,200. Terrie Rayl made a motion to approve the proposal from PlumbTech totaling \$6,200. Barbara Boyington seconded the motion and it passed unanimously.
- (c) The Board reviewed the proposals from Donovan's Pest Control for additional rodent proofing and trapping. Wendy Wyss made a motion to approve Terrie Rayl to discuss and approve the additional work with Donovan's Pest Control as needed. Barbara Boyington seconded the motion and it passed unanimously.
- (d) The Board discussed the option from Rebello's Towing which allows owners to tow unauthorized vehicles parked in an owner's carport, at the vehicle owner's expense, which is not allowed by the current tow company.
- (e) The Board reviewed the insurance general coverage & EQ insurance renewals as provided by Socher Insurance. Wendy Wyss made a motion to approve the insurance general insurance renewal dated June 7, 2021, with the 30% EQ deductible. Shaily Bhargav 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 9:06 pm.

C. P. Lakes Association, Board of Directors

Katerina Blazek
Signature

11/29/2021
Date