

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

**BOARD MEMBERS**

Terrie Rayl	President
Katerina Blazek	Vice President
Wendy Wyss	Treasurer
Barbara Boyington	Secretary
Paul Marks (absent)	Director
Karen Fontana	Director
Shaily Bhargav	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 7:02 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 reported noise pollution from the landscape blowers.
- (b) A homeowner reported there was another website domain with the association's name.
- (c) A homeowner inquired about tree branch trimming near their unit.
- (d) A homeowner reported an issue with the laundry machines in laundry room 2, related to the amount of time per use.
- (e) A homeowner inquired about having the sewer line inspected for in-unit laundry feasibility.
- (f) A homeowner reported the landscape blowers were noisy for those working from home.
- (g) A homeowner reported hearing rodents on the roof above unit 40. A work order would be issued for exclusion work.

**Article III. Approval of Minutes**

- (a) The Board of Directors reviewed the May 12, 2021 regular board meeting minutes. Katerina Blazek made a motion to approve the May 12, 2021 regular board meeting minutes. Barbara Boyington seconded the motion and it passed. Shaily Bhargav abstained.
- (b) The Board of Directors reviewed the May 12, 2021 executive board meeting minutes. Katerina Blazek made a motion to approve the May 12, 2021 executive board meeting minutes. Wendy Wyss seconded the motion and it passed. Shaily Bhargav abstained.
- (c) The Board of Directors reviewed the June 9, 2021 regular board meeting minutes. Katerina Blazek made the following changes: mark Katerina Blazek as absent at both meeting, under Manager's Report add units 132-144 to note exclusion work, and under Unfinished Business rephrase the first paragraph to reflect the construction manager

was working on the re-pipe notice. Wendy Wyss made a motion to approve the June 9, 2021 regular board meeting minutes as changed. Barbara Boyington seconded the motion and it passed unanimously.

- (d) The Board of Directors reviewed the June 9, 2021 executive board meeting minutes. Katerina Blazek noted that she was absent and the minutes needed to be changed. Wendy Wyss made a motion to approve the June 9, 2021 executive board meeting minutes as changed. Katerina Blazek seconded the motion and it passed unanimously

#### **Article IV. Reports**

##### **Section 4.01 Treasurer**

- (i) The Board reviewed the unaudited financials dated June 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 June 30, 2021.
- (ii) The Board revised and discussed upcoming CD renewals. Wendy Wyss made a motion to renew the BOKF National Association CD for 200k, BOKF National Association CD for 44.5k, and TBK Bank CD for 55.5k for another 6-month term with the highest yield within the FDIC insured limits. Barbara Boyington seconded, and it passed unanimously.
- (iii) The Board reviewed the 2020-2021 CPA engagement letter for the year-end audit from Van Sloten & Laranang. Katerina Blazek made a motion to approve the proposal from Van Sloten & Laranang to perform the 2020-2021 year-end review audit. Barbara Boyington seconded and it passed unanimously.
- (iv) The Board reviewed and discussed the 2021-2022 budget draft. The board agreed to write up the budget cover letter for the membership. Wendy Wyss made a motion to approve the 2021-2022 budget draft. Katerina Blazek seconded and it passed unanimously.

##### **Section 4.02 Committees**

###### **(a) Landscape & Large Trees**

- (i) The Landscape Committee chair, Terrie Rayl reported on the ongoing landscape maintenance, recent large tree building clearance near units 132-144, and the need to consider replacing the tennis lights with LED since many are going out and need to be replaced. The board agreed to do a landscape walkthrough on Monday July 19<sup>th</sup> at 6 pm. Terrie Rayl also reported Donovan's Pest Control was out performing exclusion work around the building with unit 132-144, the sewer line at unit 260 is being replaced, and asked for a work order to be issued to the plumbing company to look for the building shut off with unit 197-216

###### **(b) Architectural**

- (i) The Board reviewed an updated draft of the CP Lakes Homeowner Security Camera Standard and the owner feedback submitted over the 30pday comment period. Barbara Boyington made a motion to approve the CP Lakes Homeowner Security Camera Standard. Katerina Blazek seconded the motion and it passed unanimously.
- (ii) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 280 to install a camera.
- (iii) The Board acknowledged the Architectural Committee reviewed and approved a final notice of completion from unit 214 related to a bedroom closet change.
- (iv) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 214 for a kitchen remodel.

- (v) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 58 to replace the unit windows.
- (vi) The Board acknowledged the Architectural Committee reviewed and approved a final notice of completion from unit 273 related to the electrical panel upgrade.
- (vii) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 44 to replace the unit floors.
- (viii) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 195 to replace the unit floors.
- (c) Parking
  - (i) The Board discussed parking use and activity. It was noted six vehicles had been flagged to update the vehicle registrations.
- (d) Pool & Spa
  - (i) It was noted the pool/spa are open.

**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.

**Article V. Unfinished Business**

- (a) The Board discussed the re-pipe plumbing project and reviewed the notice to mail out to the owners for this project. Terrie Rayl made a motion to mail out to the owners of unit 49-60. Katerina Blazek seconded the motion and it passed unanimously.
- (b) It was noted the painting project was underway by EKIM Painting. The Board discussed the project notices and work onsite.
- (c) The Board discussed the CSC laundry room agreement. The property manager reported he was working to connect with the new area manager for the community, recently assigned to the account.
- (d) The Board reviewed the proposal from MP Concrete to repair the concrete pad at the patio of unit 221. Wendy Wyss made a motion to approve the proposal from MP Concrete totaling \$2,250. Barbara Boyington seconded the motion and it passed unanimously.
- (e) The Board asked for the following topics to be added to the next newsletter: remove items from the balcony and patio for the painting project, add no shoe boxes, add no string lights, and water conservation notice.

**Article VI. New Business**

- (a) It was noted the annual meeting was scheduled for September.
- (b) The Board reviewed a proposal from Lund Pearson McLaughlin Fire Protection Services for the annual fire hydrant and wet sprinkler inspections. Wendy Wyss made a motion to approve the proposal from Lund Pearson McLaughlin Fire Protection Services totaling \$1,570. Katerina Blazek seconded the motion and it passed unanimously.
- (c) The Board discussed the clubhouse use and reservations. The Board unanimously agreed to reopen the clubhouse for reservations.
- (d) The Board discussed the rodent exclusion and trapping proposal from Donovan's Pest Control. Terrie Rayl made a motion to approve the proposal from Donovan's Pest Control totaling \$1,125. Katerina Blazek seconded the motion and it passed unanimously.

- (e) The Board reviewed the gutter cleaning proposal from Commercial Gutter. Wendy Wyss made a motion to approve the proposal from Commercial Gutter for two cleanings totaling \$17695.00. Shaily Bhargav seconded the motion and it passed unanimously.
- (f) The Board discussed residents feeding the wildlife. The Board agreed to add to the next newsletter.
- (g) The Board asked that the tennis court lights and water conservation efforts be added to next month's agenda.

**Article VII. Adjournment**

- (a) There was no further business before the Board and the meeting was unanimously adjourned at 9:17 pm.

C. P. Lakes Association, Board of Directors

Katerina Blazek  
Signature

11/29/2021  
Date