

**C.P. LAKES ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
August 11, 2021**

BOARD MEMBERS

Terrie Rayl	President	
Katerina Blazek	Vice President	
Wendy Wyss	Treasurer	
Barbara Boyington	Secretary	
Vacant	Director	
Karen Fontana	Director	
Shaily Bhargav	Director	Absent

OTHERS PRESENT

6 Homeowner(s)	CP Lakes Association Homeowners
Mike Brasil & Tammy Dominguez	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 dogs not on leashes and running onto patios. He also asked if the laundry rooms can stay with quarters.
- (b) A homeowner asked due to the long process of rat removal and damage to the insulation, she requested to have her insulation replaced due to health reasons. Homeowner reported she had replaced a couple of years back but did not go through the architectural steps.
- (c) A homeowner reported that when the painters schedule changes to let the owners know the new dates. He also reported that rats have been seen and what is the board doing.
- (d) Homeowner believes a letter was purposely held from the board regarding complaints about management. Homeowner asked to confirm that the board did receive the letter.
- (e) A homeowner reported that unit 191 was leaking into his unit. That the unit above was vacant.

Article III. Approval of Minutes

- (a) The Board of Directors reviewed the June 9, 2021 regular board meeting minutes with Katerina Blazek. Wendy Wyss made a motion to approve the amended June 9, 2021 regular board meeting minutes as changed. Barbara Boyington seconded the motion and it passed unanimously.
- (b) The Board of Directors reviewed the June 9, 2021 executive board meeting minutes with Katerina Blazek changes. Wendy Wyss made a motion to approve the June 9, 2021 executive board meeting minutes as changed. Barbara Boyington seconded the motion and it passed unanimously.

- (c) The Board of Directors reviewed the July 14, 2021 regular board meeting minutes. Wendy Wyss made a motion to approve the July 14, 2021, regular board meeting minutes. Barbara Boyington seconded the motion and it passed unanimously.
- (d) The Board of Directors reviewed the July 14, 2021 executive board meeting minutes. Wendy Wyss made a motion to approve the July 14, 2021 executive board meeting minutes. Barbara Boyington seconded the motion and it passed unanimously.

Article IV. Reports

Section 4.01 Treasurer

- (i) The Board review the unaudited financials dated July 31, 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 July 31, 2021.
- (ii) There were no CD renewals.
- (iii) The CPA will complete financial review after year end on September 30, 2021.
- (iv) Budget cover letter prepared by board and approved.

Section 4.02 Committees

- (a) Landscape & Large Trees
 - (i) The Landscape Committee chair, Terrie Rayl reported the water scheduled per Mountain View is 3 times a week. The landscape company says that they can not reduce the watering more as the trees get water from the grass.
 - (ii) Katerina requested that when looking to do landscape upgrades to use drought resistant plants. Terrie confirmed that we have been doing so and using California native plants.
- (b) Architectural
 - (i) The Board acknowledged the Architectural Committee reviewed and approved a final notice of completion of unit 505 #31 Electrical panel.
 - (ii) The Board acknowledged the Architectural Committee reviewed and approved a final notice of completion of unit 505 # 20 floor.
 - (iii) The Board acknowledged the Architectural Committee reviewed and approved a final notice of completion unit 505 #195 flooring.
 - (iv) The Board acknowledged the Architectural Committee reviewed and approved a final notice of completion of unit 505 # 11 flooring.
- (c) Parking
 - (i) No parking update.
- (d) Pool & Spa
 - (i) Pool and Spa open
 - (ii) Terrie reported that there was an elevated area around the pool to have looked at as a trip hazard.

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) **Construction Manager Plumbing Re-Pipe Update**

Wendy Wyss made a motion to approve PlumbTech for re-piping a building of 12 in the amount of \$63,600, Barbara Boyington seconded the motion and it passed unanimously.

(b) 2021 Painting & Wood Repairs Work Update

Katerina reported that her door and balcony are not painted, also the stair stringers. Terrie reported a punch list will be done with all remaining items need to be done.

(c) CSC Laundry Room Agreement update

CSC agreed to a 1-year contract and wants to change all dryers from quarters to card payment methods.

Karen Fontana performed a test on the new systems in laundry room 2. It showed that when using the dryers app, the system for .25 cents was for 10 minutes, when using quarters the first quarter was for 10 minutes and second quarter was for 8 minutes. The connectivity with the app is slow when using with the dryers. The washers are working fine. Katerina requested to see if CSC can leave the dryers all quarters or if vendor can prove the card system they want to install is working correctly.

(d) Newsletter Discussion

- (i) Do not put grease in sinks
- (ii) Do not flush baby wipes
- (iii) Pool – 4 max guest per household
- (iv) Dogs on leash
- (v) New budget coming in mail, please read for increase in dues
- (vi) Painting
- (vii) Windows are open to be courteous of neighbors

Article VI. New Business

(a) It was noted the annual meeting was scheduled for September if a quorum is reached.

(b) Tennis Court LED lights – Terrie Rayl is working on and will report back with her findings.

(c) Fence/Gate Unit 225

Wendy Wyss made a motion to approve the installation of a gate, Barbara Boyington seconded the motion and it passed unanimously. Terrie Rayl will confirm the location of the gate prior to installation.

(d) Rodent exclusion Work

Katerina Blazek made a motion to approve the installation of Donovan's exclusion work in the amount of \$1,000, \$650, and \$1,000, Wendy Wyss seconded the motion and it passed unanimously.

Terrie Rayl motioned to have Donovan's get proposals to do exclusion work at the remaining 10 buildings, Katerina Blazek seconded the motion and it passed unanimously.

(e) Attic Cleanup work

Board is looking into and will report back to homeowner.

(f) New Keys/Lock Discussion

Terrie Rayl reported that the keys haven't been changed in about 15 years and prior tenants are using keys. Management will put keys on the agenda for next meeting.

(g) Rental 2021 Information

The new rental law does not affect the HOA's CC&R's.

(h) Clubhouse Notice

Katerina Blazek will print 4 copies and Terrie Rayl will laminate and post at clubhouse.

(i) Terrie asked for permission to purchase koi net to transfer koi fishes to other ponds.

Katerina made a motion and Wendy seconded the purchase of \$100 for koi net.

(j) Terrie reported that units 237-252 building only has a cold water shut off. No hot water or recirculating valve – need to work with Plumbtech to get these two waters shut offs done at this HOA. (at 250 has new water shut off for the fire suppression system for the dumpsters) – PlumbTech has to map and provide a map with all the shut off valves onsite.

(k) Agenda Items

(i) Water Meters 25 buildings

(ii) New keys

Article VII. Adjournment

(a) There was no further business before the Board and the meeting was unanimously adjourned at 9:24 pm.

C. P. Lakes Association, Board of Directors

Katerina Blazek
Signature

11/29/2021
Date