

**C.P. LAKES ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
September 8, 2021**

**BOARD MEMBERS**

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

**OTHERS PRESENT**

3 Homeowner(s)	CP Lakes Association Homeowners
Tammy Dominguez	Community Management Services, Inc. (CMS)

**Article I. Call to Order**

- (a) Association President Terrie Rayl called the meeting to order at 7:05 pm via Phone/Video Conference:

**Article II. Open Forum**

- (a) Yvonne from unit 30 is a new homeowner. She has sent in an arch app for new windows and has been sent to the Architectural Committee for review.
- (b) John M. reported that the painters are not leaving notices prior to painting and are not putting items back on deck after painting. He also had questions on the budget and how the percentages and unit break downs are done.

**Article III. Approval of Minutes**

- (a) The Board of Directors reviewed the August 11, 2021 regular board meeting minutes Barbara Boyington made a motion to approve August 11, 2021 regular board meeting minutes as submitted. Karen Fontana seconded the motion and it passed unanimously.
- (b) The Board of Directors reviewed the August 11, 2021 executive board meeting minutes. Barbara Boyington made a motion to approve the August 11, 2021 executive board meeting minutes as changed. Shaily Bhargav seconded the motion and it passed unanimously

**Article IV. Reports**

**Section 4.01 Treasurer**

- (i) The Board review the unaudited financials dated August 31, 2021. Terrie Rayl 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 August 31, 2021.
- (ii) There were no CD renewals.

**Section 4.02 Committees**

- (a) Landscape & Large Trees

- (i) Terrie Rayl chair committee reported that vines will be put back.
- (b) **Architectural**
  - (i) The Board acknowledged the Architectural Committee reviewed and approved unit 505 #170 Flooring.
- (c) **Parking**
  - (i) No parking update.
- (d) **Pool & Spa**
  - (i) Terrie Rayl reported that the Pool and Spa are heated from April 15<sup>th</sup> – October 15<sup>th</sup>.

**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**  
Board requested to have Cassidy send out letter to homeowners to start re-piping in October and get feed back on start date. Also, Board would like Cassidy to confirm with City that they can commit to a date.
- (b) **2021 Painting & Wood Repairs Work Update**  
Terrie Rayl reported that 99% of the wood repairs are completed and all painting of the unit's buildings are completed. Painters are working on landings, decks, and doors currently.
- (c) **CSC Laundry Room Agreement update**  
The board would like to have the contract finalized with the following:
  - 1 year contract
  - Leave quarters
  - Remove section 4 on the contract
  - Leave same machines
  - Remove card Readers – we will keep the current readers until we find out if the new software system works – many people use the card readers for the washing machines
  - Update software and App
  - \$1.25 per wash
  - 25 cents per 10-minute increments

Prior to signing contract board would like to do a sample roll out of the new software in laundry room 4.

- (d) **Tennis Court LED lights** – Terrie is working on
- (e) **Rodent exclusion Work**  
Terrie Rayl made a motion to approve Donovan’s exclusion work in the amount of \$8,825. Wendy Wyss seconded the motion and unanimously passed.
- (f) **Attic Cleanup work**  
Management has requested homeowner to provide backup up of work done.
- (g) **New Keys/Lock Discussion**  
Terrie suggested that the board look into rekeying one of the common area keys as it hasn’t been done in over 15 plus years. This key opens the laundry rooms, pool gates, gazebo, and car wash area hose. Management is to have The Repair People give a proposal to rekey and make 350 keys.
- (h) **Annual Meeting**  
It was noted the annual meeting didn’t reach a quorum with only 88 ballots received. The reconvened meeting scheduled for October 13<sup>th</sup>.
- (i) **Newsletter Discussion**
  - (i) Last day of pool heating is October 15<sup>th</sup>
  - (ii) No string lights
  - (iii) No shoes outside
  - (iv) Update banking for new dues amount
  - (v) Check statement to ensure account is current

**Article VI. New Business**

- (a) **Cover for Ping Pong table**  
Terrie Rayl made a motion to purchase a ping pong table cover not to exceed \$60. Wendy Wyss seconded the motion and unanimously passed.
- (b) **Concrete**  
Terrie Rayl made a motion to approve proposal for concrete work by M. Pineda Construction in the amount of \$3,995. Barbara Boyington seconded the motion and unanimously passed.
- (c) **Fence Repair for unit #30**  
Terrie Rayl made a motion to approve fence approval by All Fence Company in the amount of \$2,590.00. Shaily Bhargav seconded the motion and unanimously passed.
- (d) **Landscape Increase Request**  
Barbara Boyington made a motion to approve Common Grounds landscape monthly increase to the amount of \$10,660. Shaily Bhargav seconded the motion and unanimously passed.

(e) **SB326 Proposal**

The board reviewed the balcony inspection proposal by Focused Inspection Group. Terrie reported that The GB Group has been and will continue to review the balconies. The board will have The GB group inspect the water proofing and structural integrity to follow the new law requirements by year 2025. Per the new law the inspection will need to be done every 9 years and will need to be added to the reserve study.

(f) **BBQ in Common Area**

The board briefly discussed barbecuing in the common area with picnic tables. At this time the board tabled and will discuss again in December about putting together BBQ guidelines.

(g) **Agenda Items**

- (i) Holiday Party
- (ii) Re-Piping
- (iii) CSC Contract

**Article VII. Adjournment**

- (a) There was no further business before the Board and the meeting was unanimously adjourned at 8:37 pm.

C. P. Lakes Association, Board of Directors

*Katerina Blazek*

Signature

11/29/2021

Date