

**C.P. LAKES ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
November 10, 2021**

BOARD MEMBERS

Terrie Rayl	President	
Bob Fricke	Vice President	
Wendy Wyss	Treasurer	
Shaily Bhargav	Secretary	Absent
Karen Fontana	Director	
Katerina Blazek	Director	
Vacant	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 7:04 pm via Phone/Video Conference:

Article II. Open Forum

Randy wanted to thank the landscape committee and ensure his tree is trimmed away from building.

Unit 173 asked the board to discuss shutting down the car wash and reported that tree by unit 162 needs a sprinkler, it may not be getting enough water.

John thanked Terrie for cleaning the Gazebo.

Beibei voiced concern with the debris in the pond.

Article III. Re-Organization of Board

President: Terrie Rayl
Vice President: Bob Fricke
Treasurer: Wendy Wyss
Secretary: Shaily Bhargav
Director: Katerina Blazek
Director: Karen Fontana
Director: Vacant

Article IV. Approval of Minutes

- (a) The Board of Directors reviewed the October 13, 2021 regular board meeting minutes Wendy Wyss made a motion to approve October 13, 2021 regular board meeting minutes as amended. Karen Fontana seconded the motion and it passed unanimously.

Amended – correct meeting date

- (b) The Board of Directors reviewed the October 13, 2021 executive board meeting minutes. Wendy Wyss made a motion to approve the October 12, 2021 executive board meeting minutes as changed. Karen Fontana seconded the motion and it passed unanimously

Article V. Reports

Section 5.01 Treasurer

- (i) The Board review the unaudited financials dated September 30, 2021 Final and October 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 September 30, 2021 Final and October 31, 2021.
- (ii) There were no CD renewals.

Section 5.02 Committees

- (a) **Landscape & Large Trees**
 - (i) Terrie is meeting with the arborist on November 11th.
 - (ii) Landscape committee met on November 6th.
- (b) **Architectural**
 - (i) The Board acknowledged the Architectural Committee reviewed and approved unit 52 flooring, board need picture of final installation.
- (c) **Parking**
 - (i) No parking update.
- (d) **Pool & Spa**
 - (i) Pool coping is discolored from the redwoods due to the recent storms.

Section 5.03 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.
 - (i) **Rodents** – homeowner requesting to have rodent abatement outside.

Board discussed and decided not to proceed with any abatement at this time.

- (ii) **Homeowner tree request** – Management is to report back to homeowner at unit 207 that the tree was diseased and will discuss with arborist what type of tree to put in its place.

Article VI. Unfinished Business

- (a) **Sub-Meter Proposal** – Board discussed and decided that it was not cost effective and chose not to move forward with sub meters.
- (b) **Construction manager re-piping** – Due to COVID the board has decided to put off the re-piping to March/April time frame. Board asked that Cassidy sent out notice to homeowners.

- (c) **Tennis Court LED Lights** – Terrie is working with vendor on getting LED light proposals.
- (d) **New Keys/Locks** – Management is still waiting on vendor
- (e) **SB326 Balcony Law**- The GB Group offered to come to next meeting and talk about new law. Board asked to have them come to the February meeting.
- (f) **Newsletter Discussion** – Happy Holidays
 - Tree Recycling
 - Composite bins
 - No wet clothes on balcony
 - No holiday string lights
 - No shoes by doors
 - Contact CMS FIRST for Maintenance items:
 - Plumbing, electrical and termites

Article VII. New Business

- (a) **Cintas Fire Extinguisher** – Wendy Wyss made a motion to approve Cintas proposal in the amount of \$5,351.92 to service the fire extinguishers. Katarina Blazek seconded the motion and unanimously passed.
- (b) **PlumbTech Proposal** – Terrie Rayl made a motion to approve PlumbTech proposal to replace sewer lines at by unit 65 in the amount of \$6,200. Wendy Wyss seconded the motion and unanimously passed.

Management was requested to get a proposal to put a cleanout near unit 25 in the common area.

- (c) **Franz Termite Report** – Wendy Wyss made a motion to approve termite treatment for unit 282 in the amount of \$690. Terrie Rayl seconded the motion and unanimously passed.
- (d) **Agenda Items** – Streamline booking clubhouse on an online process

Article VIII. Adjournment

- (a) There was no further business before the Board and the meeting was unanimously adjourned at 8:01 pm.

C. P. Lakes Association, Board of Directors approved: **December 8, 2021**