

**C.P. LAKES ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
December 14, 2022**

BOARD MEMBERS

Terrie Rayl	President
Bob Fricke	Vice President
Wendy Wyss	Treasurer
Shaily Bhargav	Secretary
Stacey Ritter	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) Terrie Rayl, HOA President called the meeting to order at 7:03 pm via Phone/Video Conference:

Article II. Open Forum

Mark voiced his concern about the invoicing being late.

John was upset that the hose was removed and there was no notification.

Randy asked if his tree was cut and if so he is requesting more building clearance.

Article III. Approval of Minutes

- (a) The Board of Directors reviewed the November 9, 2022, regular board meeting minutes. Katerina Blazek made a motion to approve November 9, 2022, regular board meeting minutes. Wendy Wyss seconded the motion and passed.
- (b) The Board of Directors reviewed the November 9, 2022, executive board meeting minutes. Wendy Wyss made a motion to approve the November 9, 2022, executive board meeting minutes. Katerina Blazek seconded the motion and passed.

Section 3.02 Treasurer

- (i) The Board review the unaudited financials dated November 30, 2022, Final and. Wendy Wyss reported on the financials. The Board declared every individual member of the Board has reviewed all the documents in accordance with California Civil Code 5500 for the month ending November 30, 2022, Final.
- (ii) Wendy Wyss made a motion to move \$150,000 from money market to a 6-month IntraFi CD. Katerina Blazek seconded the motion and it passed.

Section 3.03 Committees

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

- (i) Terrie will speak with Tree trimming company on what is left on tree trimming. Tree removals were completed.
- (b) **Architectural - Management to get pictures to close out files.**
 - (i) Unit 214 – Fence – denied options
 - (ii) Unit 160 – Ring Doorbell – approved- pictures sent
 - (iii) Unit 260 – Window/sliding door - approved
 - (iv) Unit 44 Electrical Panel – need picture of permit
 - (v) Unit 213 floor and kitchen & bathroom cabinets - approved
 - (vi) Unit 43 Kitchen Flooring - approved
- (c) **Parking**
 - (i) Nothing to report
- (d) **Pool & Spa**
 - (i)

Section 3.04 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) **Homeowner Request** – Board discussed and homeowner is allowed to leave car while in hospital.
 - (ii) **OnTime Maintenance** – Wendy Wyss made a motion to approve OnTime Maintenance monthly increase to \$3,240. Katerina Blazek seconded the motion and passed.

Article IV. Unfinished Business

- (a) **Balconies** – Wendy Wyss made a motion to approve Silicon Valley Civil & Structural Engineers’ proposal in the amount of \$3,495 for updated deck drawings. Stacey Ritter seconded the motion and passed.
- (b) **Decks** – Management is to check with GB Group for the proposal for lower deck trex 179, 247 & 285.
- (c) **Construction manager re-piping** – Completed
- (d) **Stage 1 Bathroom** – tabled
- (e) **Clubhouse doors** – tabled

Article V. New Business

- (a) **Concrete Proposal** – Katerina Blazek made a motion to approve MP Civil Engineers’ proposal in the amount of \$2,975 for concrete step repairs at unit 67. Stacey Ritter seconded the motion and passed.
- (b) **Maintenance Items** – New meeting calendars and walk-through dates need to be posted.

- (c) **Newsletter Discussion** – Stage 2 pool do not close chaise lounge chairs
 - Gutter Cleaning dates
 - Hose will be replaced/ Do not vandalize
 - Christmas Tree pick up dates
 - Check statements to ensure updates have been done
- (d) **Agenda Items** – Balconies
 - Central Ave. speed abatement

Article VI. Adjournment

- (a) There was no further business before the Board and the meeting was unanimously adjourned at 8:06pm.

C. P. Lakes Association, Board of Directors Approved January 11, 2023.