

**C.P. LAKES ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
June 14, 2023**

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

| | |
|-----------------|---|
| 2 Homeowner(s) | CP Lakes Association Homeowners |
| Tammy Dominguez | Community Management Services, Inc. (CMS) |

Article I. Call to Order

(a) Terrie Rayl, President called the meeting to order at 7:01 pm via Phone/Video Conference:

Article II. Open Forum –

Homeowner informed the board the remote to the tv keeps going missing and that there is an old remote in the clubhouse.

Article III. Approval of Minutes

(a) The Board of Directors reviewed the May 10, 2023, regular board meeting minutes. Wendy Wyss made a motion to approve May 10, 2023, regular board meeting minutes as amended. Katerina Blazek seconded the motion and passed.

Under Article II. Word should be owners not owns

(b) The Board of Directors reviewed the May 10, 2023, executive board meeting minutes. Wendy Wyss made a motion to approve the May 10, 2023, executive board meeting minutes as amended. Katerina Blazek seconded the motion and passed.

Under II. Homeowner is spelled wrong

Section 3.02 Treasurer

(i) The Board review the unaudited financials dated May 31, 2023, 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 May 31, 2023.

(ii) Wendy Wyss made a motion to rollover CD's that matures June 22, 2023 for \$100,000 and July 30, 2023 for \$150,000 to a 1 year CD. Katerina Blazek seconded the motion and it passed.

- (b) **Financial Review** - Wendy Wyss made a motion to approve the Financial Review Engagement in the amount of \$1,805. Terrie Rayl seconded the motion and passed.

Section 3.03 Committees

(a) Landscape & Large Trees

- (i) Wendy Wyss made a motion to approve Bright Views proposal to treat trees in the amount of \$2,643. Katerina Blazek seconded the motion and passed.

(b) Architectural - Management to get pictures to close out files.

- (i) Unit 217 - Windows
- (ii) Unit 214- Window sliding door
- (iii) Unit 243 – Electrical and interior updates – In progress
- (iv) Unit 44 Electrical Panel – need picture of permit

(c) Parking

- (i) Nothing to report

(d) Pool & Spa

- (i) Both pools have been opened

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** – late fee request will be discussed in executive session

- (ii) **Homeowner Insulation question** – Management is to check if we are to have insulation in reserve study and if so how often.

Stage 1 has no attic or insulation

Stage 2 has attic with insulation

Article IV. Unfinished Business

- (a) **Balconies** –Terrie Rayl made a motion to approve lower 7 decks in stage 1 in Woodland Brown Trex. Wendy Wyss seconded the motion and passed.

Management to get bid

Management is waiting on updated drawings.

- (b) **Gas Line** – Has been completed

- (c) **Stage 1 Bathroom** – Tabled

- (d) **Clubhouse doors** – Terrie Rayl met with vendor to replace 5 doors and will have a proposal for next meeting.

Article V. New Business

- (a) **Summer Potluck** – Katerina Blazek made a motion to have a potluck on August 13th. Stacey Ritter seconded the motion and passed.

Management to check to see if the clubhouse is available.

- (b) **Draft 2024 Budget** –Management is to update budget with insurance actual numbers once received.

- (c) **Insurance Renewal** – Katerina Blazek made a motion to approve insurance premium renewal in the amount of \$99,205.90 and Earthquake renewal insurance in the amount of \$82,719.36. Wendy Wyss seconded the motion and passed.

Management to see if we can increase the water deductible to \$25,000.

- (d) **Cintas Proposal** – Wendy Wyss made a motion to approve Cintas signage proposal in the amount of \$893.00. Katerina Blazek seconded the motion and passed.

- (e) **Concrete Proposal 229**- Terrie Ryal made a motion to approve MP Civil proposal in the amount of \$4,960.00. Katerina Blazek seconded the motion and passed.

- (f) **Bike Cage/fence**– Board declined proposal and tabled for next meeting.

- (g) **Maintenance Items** - Terrie Ryal made a motion to approve MP Civil proposal in the amount of \$3,570.00 for concrete patio for unit 63. Shaily Bhargav seconded the motion and passed.

- (h) **Newsletter Discussion** –
Meeting date change for July 19th
Potluck scheduled for August 13th
Not to prop open dumpster and composite lids
Reminder to turn in ballot once received

- (i) **Agenda Items** –
Fences around pool
Budget
Insulation
Bike cage proposal

Article VI. Adjournment

- (a) There was no further business before the Board and the meeting was unanimously adjourned at 8:48 pm.

C. P. Lakes Association, Board of Directors Approved: July 19, 2023