

**C.P. LAKES ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
August 9, 2023**

BOARD MEMBERS

Terrie Rayl	President	
Bob Fricke	Vice President	Absent
Wendy Wyss	Treasurer	
Shaily Bhargav	Secretary	
Stacey Ritter	Director	
Katerina Blazek	Director	Absent
Vacant	Director	

OTHERS PRESENT

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 7:01pm via Phone/Video Conference:

Article II. Open Forum – none

Article III. Approval of Minutes

- (a) The Board of Directors reviewed the July 19, 2023, regular board meeting minutes. Wendy Wyss made a motion to approve July 19, 2023, regular board meeting minutes as submitted. Terrie Rayl seconded the motion and passed.
- (b) The Board of Directors reviewed the July 19, 2023, executive board meeting minutes. Wendy Wyss made a motion to approve the July 19, 2023, executive board meeting minutes as submitted. Terrie Rayl seconded the motion and passed.

Section 3.02 Treasurer

- (i) The Board review the unaudited financials dated June 30, 2023 & July 31, 2023 Final end. 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 June 30, 2023 & July 31, 2023.

Section 3.03 Committees

(a) Landscape & Large Trees

- (i) Working with tree company to remove broken branches in trees
- (ii) Irrigation check

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

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

Unit 213 still needs window trim on the exterior painted.

Management to write letter to homeowner that the HOA will have painted and billed back to homeowner.

(c) **Parking**

(i) A car was tagged and a second notice was put on the car prior to towing.

(d) **Pool & Spa**

(i) Spa proposals – Wendy Wyss made a motion to approve Adams Pool proposal to resurface spa in tile in the amount of \$35,190. Terrie Rayl seconded the motion and passed.

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 – Reimbursement #166**

Wendy Wyss made a motion to approve homeowners management company for plumbing repair in the amount of \$150. Shaily Bhargav seconded the motion and passed.

Article IV. Unfinished Business

- (a) **2024 Draft Budget** – Wendy Wyss made a motion to approve the 2024 budget as submitted. Terrie Rayl seconded the motion and passed.

C. P. LAKES ASSOCIATION, INC. DUES SCHEDULE 2023-2024						
2023-2024	Stage I			Stage II		Annual Budget
	1 Br./2 Bath 800 Sq. Ft.	2 Br./2 Bath 1120 Sq. Ft.	2 Br./2 Bath 1300 Sq. Ft.	1 Br./1 Bath 688 Sq. Ft.	2 Br./1 Bath 857 Sq. Ft.	
Assessment: per Unit						
Operating	337.64	337.64	337.64	337.64	337.64	1,223,592.00
Reserves	119.80	119.80	119.80	119.80	119.80	434,142.23
State and Federal Taxes	3.26	3.26	3.26	3.26	3.26	11,808.00
Gas Fireplace (Stage I only)	28.07	28.07	28.07	0.00	0.00	38,400.00
Subtotal	488.76	488.76	488.76	460.69	460.69	1,707,942.23
Assessment: per Sq. Ft.						
Roof and Paint Reserves	54.34	76.07	88.30	46.73	58.21	202,061.77
State and Federal Taxes	0.70	0.98	1.13	0.60	0.75	2,592.00
Insurance	48.93	68.50	79.51	42.08	52.41	181,944.00
Subtotal	103.96	145.54	168.94	89.41	111.37	386,597.77
Other Income						
Interest on Reserves (per Unit)	0.00	0.00	0.00	0.00	0.00	0.00
Interest on Reserves (per Sq. Ft.)	0.00	0.00	0.00	0.00	0.00	0.00
Penalty Fees (per Unit)	0.00	0.00	0.00	0.00	0.00	0.00
Laundry Income (per Unit)	0.58	0.58	0.58	0.58	0.58	2,100.00
Total Credit	0.58	0.58	0.58	0.58	0.58	2,100.00
TOTAL DUES PER UNIT	592.14	633.73	657.12	549.52	571.48	2,092,440.00

(b) **Insulation** – Management to check to see if unit 59 & 60 insulation is needed.

(c) **Balcony update** – The balcony project has started.

(d) **Stage 1 Bathroom** – Tabled

Article V. New Business

(a) **PlumbTech Proposal** – Terrie Rayl made a motion to approve PlumbTech proposal in the amount of \$7,500 for sewage line by unit 126. Wendy Wyss seconded the motion and passed.

(b) **Pacific Water Art Proposals** – Terrie Rayl made a motion to approve Pacific Water proposal to replace 2 pump in the amount of \$4,990. Stacey Ritter seconded the motion and passed.

Terrie Rayl made a motion to approve Pacific Water proposal to replace vault pump in the amount of \$600. Stacey Ritter seconded the motion and passed.

(c) **Ekim Siding Repair** – Terrie Rayl made a motion to approve Ekim siding proposal in the amount of \$1,820. Stacey Ritter seconded the motion and passed.

(d) **Maintenance Items** – It has been reported that the lights have changed.
Please use 3500 to 3700 Luminas in the complex.

(e) **Newsletter Discussion** –

Do not overload washer and dryer machines, it is a fire hazard.
Do not close chaise lounges they break. Leave open.

(f) **Agenda Items** –
Fence Pool
Board Election

Article VI. Adjournment

(a) There was no further business before the Board and the meeting was unanimously adjourned at 8:41pm.

C. P. Lakes Association, Board of Directors Approved September 13, 2023.