

**C.P. LAKES ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
December 13, 2023**

BOARD MEMBERS

Terrie Rayl	President
Vacant	Vice President
Wendy Wyss	Treasurer
Shaily Bhargav	Secretary
Stacey Ritter	Director
Katerina Blazek	Director
John Lindquist	Director

OTHERS PRESENT

1 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 – John notices smokers leaving butts on the street outside unit 134.

Article III. Approval of Minutes

- (a) The Board of Directors reviewed the November 8, 2023, regular board meeting minutes. Wendy Wyss made a motion to approve November 8, 2023, regular board meeting minutes as amended. John Lindquist seconded the motion and passed.

Corrections as follows:

Section 3.04 Markle spelled wrong

Article 5 Adding an additional sliding door to standards

- (b) The Board of Directors reviewed the November 8, 2023, executive board meeting minutes. Wendy Wyss made a motion to approve the November 8, 2023, executive board meeting minutes as submitted. Stacey Ritter seconded the motion and passed.

Section 3.02 Treasurer

- (i) The Board to review the unaudited financials dated September 30, 2023 Final end.
- (ii) The Board to review the unaudited financials dated October 31, 2023
- (iii) The Board to review the unaudited financials dated November 30, 2023

Wendy Wyss made a motion to open 3 new CD's at \$100,000 for 1 year each. Stacey Ritter seconded the motion and passed.

Section 3.03 Committees

- (a) **Landscape & Large Trees** – Tree work has been completed. Terrie will review a couple of areas with the arborists.

- (i) **Lakes –**
- (b) **Architectural - Management to get pictures to close out files.**
 - (i) Unit 56 Windows – Approved
 - (ii) Unit 72 Windows – Approved
 - (iii) Unit 64 Windows – Approved
 - (iv) Unit 131 Carpet/flooring - Approved
 - (v) Unit 259 Subpanel - Approved
 - (vi) Unit 51 Window – Approved
- (c) **Parking –** parking committee is monitoring.
- (d) **Pool & Spa**
 - (i) Pool heat – Is off/pool closed
 - (ii) **Spa Resurface Date –** Tentatively scheduled for December 15th.
Board advised not to have a rented port a potty for vendor to use the clubhouse bathrooms.

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 letter–** George Markle sent in letter regarding fencing the pool.
Board reviewed and will have insurance speaker at the next meeting. Also to add circuit panels to next agenda.
 - (ii) **Utility Door –** Board reviewed and needs more information on what is behind the door at unit 139.

Article IV. Unfinished Business

- (a) **CPR Propodal –** Terrie Rayl made a motion to approve CPR proposal in the amount of \$1,365 for unit 130. Wendy Wyss seconded the motion and passed.
- (b) **Clubhouse Heater –** Still waiting on proposal
- (c) **CSC Renewal Contract –** Waiting on final contract
- (d) **Balcony update –** The 3 additional balconies are on hold due to the costs of drawings.
- (e) **Window Milgard –** There were no comments so the Window updated policy has passed and will be part of the policies.
- (f) **Stage 1 Bathroom –** Tabled

Article V. New Business

- (a) **Cintas Fire Extinguishers** – Terrie Rayl made a motion to approve Cintas proposal to service the fire extinguishers in the amount of \$5,669.83. Katerina Blazek seconded the motion and passed.
- (b) **Financial Review** – Wendy Wyss made a motion to approve the Financial Review. Stacey Ritter seconded the motion and passed.
- (c) **Sliding Door Clubhouse** – Terrie Rayl made a motion to approve sliding door repairs in the amount of \$283.66. John Linquist seconded the motion and passed.
- (d) **Trex Purchase** – Terrie Rayl made a motion to approve the purchase of the left over trex in the amount of \$4,057.51. Katerina Blazek seconded the motion and passed.
- (e) **Fence Proposal** – Katrina Blazek made a motion to approve All Fence proposal to fix fence at unit #266 in the amount of \$3,310. Stacey Ritter seconded the motion and passed.
- (f) **Maintenance Items** – Terrie Rayl made a motion to approve MP Civil Engineers to approve trip hazard repairs in the amount of \$2,670.00. John Lindquist seconded the motion and passed.
- (g) **Newsletter Discussion** – Happy Holidays
Tree Recycling
Cigarette clean up
- (h) **Agenda Items** – Railings
Insurance Speaker
Parking Tag

Article VI. Adjournment

- (a) There was no further business before the Board and the meeting was unanimously adjourned at 8:23pm.

C. P. Lakes Association, Board of Directors Approved January 10, 2024