

**C.P. LAKES ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
January 10, 2024**

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

2 Homeowner(s)	CP Lakes Association Homeowners
Tammy Dominguez	Community Management Services, Inc. (CMS)
Sharice Swayne	Insurance Agent

Article I. Call to Order

(a) Terrie Rayl, President called the meeting to order at 7:03 pm via Phone/Video Conference:

Article II. Open Forum – none

Article III. Approval of Minutes

(a) The Board of Directors reviewed the December 11, 2023, regular board meeting minutes.

Stacey Ritter made a motion to approve December 11, 2023, regular board meeting minutes as amended. Wendy Wyss seconded the motion and passed.

(b) The Board of Directors reviewed the December 11, 2023, executive board meeting minutes. Wendy Wyss made a motion to approve the December 11, 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 December 31, 2023 Final end. 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 December 31, 2023.

(ii) Wendy Wyss made a motion to roll over two CD's of \$100,000 expiring February 15th for 1 year. John Lindquist seconded the motion and passed.

Section 3.03 Committees

(a) **Landscape & Large Trees –**

Section 3.04

(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** – finishing up tile

Section 3.05 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 railing
- (ii) **Utility Door** – unit 139 – Terrie Rayl made a motion to approve The Repair People replace the utility door in the amount of \$1,050.00. John Lindquist seconded the motion and passed.

Article IV. Unfinished Business

- (a) **Clubhouse Heater** – Still waiting on proposal
- (b) **CSC Renewal Contract** – Waiting for final contract with correct amount of machines. Ones received the board approved the following:

Wendy Wyss made a motion to approve CSC Contract with option 1, to replace all machines. John Lindquist seconded the motion and passed.

Management is to get proposal from Flores Construction to repaint the laundry rooms and baseboards.

- (c) **Balcony update** – The 3 additional balconies are on hold due to the costs of drawings.
- (d) **Stage 1 Bathroom** – Tabled

Article V. New Business

- (a) **Management Agreement** – Wendy Wyss made a motion to approve 2024 Renewal Management Contract. Shaily Bhargav seconded the motion and passed.
- (b) **Meeting Dates** – Board discussed meeting date and changed February Meeting date to the 21st.

(c) **Railings-** Board discussed, Terrie Rayl will contact the city to find out the requirements.

(d) **Parking Tags** – John is working on.

(e) **Plumbing Repairs-** Terrie Rayl made a motion to approve Plumbtech to re-pipe #58 in the amount of \$7,800. Katerina Blazek seconded the motion and passed.

Terrie Rayl made a motion to approve Plumbtech to re-pipe #166 in the amount of \$6,800. Shaily Bhargav seconded the motion and passed.

(f) **Maintenance Items/panel–** Terrie Rayl made a motion to approve Terrie Rayl to contact attorney to review letter to send out to owners. Shaily Bhargav seconded the motion and passed.

Katerina Blazek made a motion to approve Terrie Rayl and John Lindquist the approval to the final panel letter to homeowners. Wendy Wyss seconded the motion and passed.

(g) **Newsletter Discussion** – Spa completion in two weeks
Gutter Cleaning 2/19-2/24

(h) **Agenda Items** – Insurance
Railings

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 March 13, 2024