

**C.P. LAKES ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
March 13, 2024**

BOARD MEMBERS

Terrie Rayl	President	
Vacant	Vice President	
Wendy Wyss	Treasurer	
Shaily Bhargav	Secretary	
Stacey Ritter	Director	
Katerina Blazek	Director	Absent
John Lindquist	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, President called the meeting to order at 7:00 pm via Phone/Video Conference:

Article II. Open Forum –Homeowner

Article III. Approval of Minutes

(a) The Board of Directors reviewed the January 10, 2024 regular board meeting minutes. Wendy Wyss made a motion to approve January 10, 2024, regular board meeting minutes as amended. John Lindquist seconded the motion and passed.

*change to two

*Add baseboards

Section 3.02 Treasurer

- (i) The Board reviewed the unaudited financials dated January 31, 2024.
- (ii) 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 January 31, 2024.
- (iii) Wendy Wyss made a motion to roll over two CD's of \$150,000 expiring April 18th for 1 year. John Lindquist seconded the motion and passed.

Section 3.03 Committees

(a) Landscape & Large Trees

- (i) Brightview Tree Proposal – Terrie Rayl made a motion to approve Brightview Tree proposal in the amount of \$5,250.00. Stacey Ritter seconded the motion and passed.

Section 3.04

(i) Lakes –

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

- (i) Unit 56 Windows – Approved

- (c) **Parking** – parking committee is monitoring.
- (d) **Pool & Spa**
 - (i) Insurance factors/legal – It was recommended to put fence survey out for homeowner survey. Since insurance has reported the HOA insurance would be cancelled without pool fences. The HOA will have legal re-access.
 - (ii) **Pool Fence** – Management is to reach out to fence vendors and to have GB have the pipes marked underground.

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) **Unit 57 Closet door request from tree damage** – Terrie Rayl made a motion to approve the closet doors in the amount of \$2,204.86. John Lindquist seconded the motion and passed.
 - (ii) **Construction Request** – The board reviewed homeowner concern and asked a letter be sent to the homeowner and to add something in the newsletter regarding construction courtesy.
 - (iii) **Homeowner parking request** – Board discussed and denied parking request to change parking spaces.
 - (iv) **Homeowner plumbing reimbursement** – Terrie Rayl made a motion to approve plumbing bill reimbursement in the amount of \$300. John Lindquist seconded the motion and passed.

Article IV. Unfinished Business

- (a) **Railings** – Board discussed and city advised that if any railings were changed, they would need to be brought up to code.
- (b) **Clubhouse Heater** – Still waiting on proposal
- (c) **CSC Renewal Contract** – Waiting for final contract with correct amount of machines. Ones received the board approved the following:
- (d) **Balcony update** – The 3 additional balconies are on hold due to the costs of drawings.
- (e) **Stage 1 Bathroom** – Tabled

Article V. New Business

- (a) **Concrete Proposal** – Terrie Rayl made a motion to approve MP Construction proposal in the amount of \$2,682 for area by 280. Stacey Ritter seconded the motion and passed.
- (b) Terrie Rayl made a motion to approve MP Construction proposal in the amount of \$1,390 for area by 142. John Lindquist seconded the motion and passed.
- (c) **CPR Proposal** – Terrie Rayl made a motion to approve CPR proposal in the amount of \$4,770 for area by 18. Stacey Ritter seconded the motion and passed.
- (d) **Sewer Line Proposal** - Terrie Rayl made a motion to approve PlumbTech sewer proposal in the amount of \$48,500 to be paid out of reserves. Wendy Wyss seconded the motion and passed.

Terrie Rayl made a motion to approve PlumbTech sewer proposal in the amount of \$8,500 to be paid out of reserves. John Lindquist seconded the motion and passed.

- (e) **Termite Proposal** – Terrie Rayl made a motion to approve Franz Termite #252 proposal in the amount of \$1,090. Stacey Ritter seconded the motion and passed.

Wendy Wyss made a motion to approve Franz Termite #302 proposal in the amount of \$1,540. John Linquist seconded the motion and passed.

- (f) **FHA Review** – Wendy Wyss made a motion to approve FHA review proposal in the amount of \$790. John Lindquist seconded the motion and passed.
- (g) **Laundry Room Proposal** - **tabled** bid needs to include cove molding. Management will reach out to vendor.
- (h) **Electric Panel Project**- The board discussed and approved to have Terrie Rayl and John Lindquist finalize the letter to go out to homeowners. Once finalized, Terrie Rayl will send final letter to have management mail out.
- (i) **PG&E Electrical Update Project** – PG&E has scheduled power outage to do underground electrical work on March 20th, they will also do the asphalt repairs and landscaping replanting.
- (j) **Maintenance Items** – Terrie will email list
- (k) **Newsletter Discussion – Spring cleaning**
Pool opening April 1st.
Construction Courtesies
- (l) **Agenda Items** – Add February Financials
Rental Amendment
Pool update

Article VI. Adjournment

- (a) There was no further business before the Board and the meeting was unanimously adjourned at 9:08 pm.

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