

**Monthly CPMWC Board of Directors Meeting**  
**Wednesday, May 21 , 2025 - 7:00pm - Clubhouse**  
**APPROVED MINUTES**

Google Meet joining info

Video call link: <https://meet.google.com/dus-daxj-vwp>

Or dial: (US) +1 240-343-1751 PIN: 635 449 978#

More phone numbers: <https://tel.meet/dus-daxj-vwp?pin=4300952660257>

- I. Call to Order 7:04 p.m.
- II. Review and approve draft minutes from April 23, 2025 7:04 p.m.
  - a. Motion by Geri, second by Vince, approved
- III. Public comments 7:04 p.m.
  - a. Comments about proposed bylaw changes, confirming we will go line by line rather than by group? Confirmed by BoD
  - b. Changes are difficult to follow as shown in 2 separate docs - requested to show in a format that shows proposed changes & original
  - c. Suggest clearer outline of c.o.l.a. increases
  - d. Proxies show that they must be submitted by 5/27 and it is causing some challenges. BoD will accept the proxies in person up until the meeting begins on 6/1.
  - e. Concern about the cost increase of the bookkeeping fees. It was explained that it is indeed a savings but there are catch-up costs from previous and printing costs.
  - f. Concern about increase in assessments
  - g. Concern that not enough detail was provided to explain the increases
  - h. Question about how to submit a proxy by community member who left the neighborhood whose questions were not answered
  - i. Concern about ability for cars to pass on Edwards, unable to pass with cars in road, this is a hazard, inhibiting the ability for fire trucks to pass. The BoD does not have the authority to tow cars, please support your neighbors in keep the road clear
  - j. Request to stain railings, picnic tables and park sign at the park
- IV. Water Report & Operations Report (Miles) 8:05 p.m.
  - a. Mile provided updates on responding to outstanding items from our inspection
- V. Water Tank & Water Meter updates (George & Jody) 8:19 p.m.
  - a. Jody provided updates on the progress of the tank replacement project; no delays or concerns; financials are clean

b. Jody provided updates on the water meter project

VI. Financial Report (Kirk)

8:25 p.m.

a. 2024-2025 Financials

i. Budget vs Actual

- [CPMWC 2024-2025 Budget vs Actual 04.2025.pdf](#)

ii. Areas of note

- [CPMWC Bookkeeper 04.2025.pdf](#)
  - a. This expense is currently running at 111.60% of the budget. The reason for the overage was due to the prior bookkeeper requesting payment for unbilled work in March 2024 (fiscal year 2023-2024).
  - b. This is not an area of concern.
- [CPMWC Internet, Hosting and Communications 04.2025.pdf](#)
  - a. This expense is currently running at 154.46% of the budget. This is due to the expended efforts of the board to make the meetings and clubhouse more accessible.
  - b. We have adjusted the 2025-2026 budget.
- [CPMWC Legal 04.2025.pdf](#)
  - a. This expense is currently running at 122.37% of the budget. This was due to adjustments to the bylaws and other misc unexpected legal expenses.
  - b. This is not an area of concern.
- [CPMWC Parts 04.2025.pdf](#)
  - a. This expense is currently running at 1,866.00% of the budget. This was due to expanding the parts available for emergency repairs.
  - b. This is not an area of concern.
- [CPMWC Propane 04.2025.pdf](#)
  - a. This expense is currently running at 173.92% of the budget. The budget for this expense was underestimated.
  - b. We have updated the budget for 2025-2026
- [CPMWC Property Taxes 04.2025.pdf](#)
  - a. This expense is currently running at 115.59% of the budget. The budget for this expense was underestimated.
  - b. We have updated the budget for 2025-2026

- iii. Balance Sheet
    - [CPMWC 2024-2025 Balance Sheet.pdf](#)
  - iv. Capital Improvement Projects 2024-2025
    - [CPMWC 2024-2025 Capital Projects.pdf](#)
  - v. Firewise Financials
    - [CPMWC 2024-2025 Firewise 04.2025.pdf](#)
  - vi. Water Tank Project Financials
    - [CPMWC Water Tank Project 2024-2025 04.2025.pdf](#)
- b. 2025-2026 Annual Budget
  - i. [Budget FY2026 P&L Updated 04.25.2025.pdf](#)
- VII. Annual Board Meeting prep 8:53 p.m.
  - a. Motion to provide food for potluck by Geri, second by Vince, approved
- VIII. Update: Creating a Risk Management Plan 8:58 p.m.
- IX. New Business 9:00 p.m.
  - a. Motion by Geri amend the clause in Jose Membreno's contract to include a \$200 travel charge for emergencies, approved
- X. Firewise updates 9:03 p.m.
  - a. Brad & Mara have been representing our community in other fire safety preparation events - Thank you for investing that time and bringing back learnings to the community
  - b. Purchased a weed trimmer to keep up with maintenance and for loan to community
  - c. Thanks to Victoria Lerman who is stepping away from Firewise after serving since the beginning
- XI. Community (Dave) 9:05 p.m.
  - a. Update to clubhouse usage agreement, methods of payment, deposit handling
  - b. Painting clubhouse in spring, looking for volunteers
  - c. Need volunteers for cleaning rocks out of filter
  - d. Stage needs work on the structure
- XII. Update: Website Migration Update (Fred) 9:14 p.m.
  - a. No updates
- XIII. Additions for next meeting 9:14 p.m.
  - a. None
- XIV. Meeting adjourned 9:15 p.m.

XV. Closed Session

9:16 p.m.

- a. Discussion on collecting past due assessments related to a property that is being auctioned by the County
- b. Discussion on late fee escalations

APPROVED