

Monthly CPMWC Board of Directors Meeting
Wednesday, August 20 , 2025 - 7:00pm - Clubhouse
DRAFT Minutes & [Background Info](#)


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 7:03 p.m.
 - a. Members in attendance Paul Boothby, Pat Webster, Beth Anderson, Dylan Dickinson, Mike Lerman, Operations Manager David Shimmin, and the same great community members who always attend and support.
- II. Review and approve draft minutes from July 16, 2025 7:04 p.m.
 - a. Motion to approve by Paul, second by Pat, approved & posted to website
- III. Public comments 7:05 p.m.
 - a. The question was raised regarding if the by-laws will be updated based on the approved amendments from the annual meeting; a comment was made that the annual financial review should be mailed out to the community; it was not available at the annual meeting. Need to confirm with Beth and Gayle. Gayle will send it to BoD to certify once complete. Mike to update by-laws and publish.
- IV. Old Business 7:10 p.m.
 - a. Waiting on info from Miles for:
 - i. Tank liner replacement needed - \$61,000 rough cost - was this budgeted? \$1k deposit to hold price
 - ii. Chlorine analyzer info from Miles: he is operating the operating system manually for now, it's working, but should be automated to allow for automatic shutdown.
 - BoD to review and include a vote in next meeting
 - b. Confirm Kirk & Gayle (accountant) connected
 - i. Confirmed
 - c. Update on reviewing line items included in special assessment - what does each project cost (included in April & May meetings) - Beth/Pat
 - i. Assumptions added to document: next steps - review items with Teus & Dave (included in December minutes). Will need to review line items in next meeting and determine next steps
 - d. Updates on training required for new board members within 60 days

- i. Each member to upload to  Drive
 - Nearly complete, missing one member
 - e. Review of the special assessment invoice
 - i. Reviewed and to be approved in special meeting
 - Approved
 - Additionally, a motion was made by Mike to begin transferring funds from the operating account to the holding account to cover approved capital expenses for fiscal '26/'27 projects \$154,000 for the fiscal year, amortized monthly, second by Paul, approved
 - f. Cross-Connection Control Program Update - Proposal from James Derbin was previously approved and was ultimately extended to 8/29/25 Beth is following up
 - i. Invoice forwarded to accounting for approval and payment
 - g. Update allocation of sinking funds, consider removing transmission line
 - i. Some '24/'25 funds are available to be reallocated or spent; all of '25/'26 funds are available
 - Propose a second meeting to review projects and make a plan. ML will assist with scheduling
- V. Water Report & [Operations Report](#) (Miles) 7:30 p.m.
 - a. Water reports have not been provided consistently - Secretary has reached out to Miles seeking to receive them in advance of each meeting
 - i. Miles submitted the last 3 months of reports and updated info on projects. BoD to review in advance of discussion in the next meeting.
- VI. Water Storage & Drought Relief Project + Water Meter updates 7:25 p.m.
 - a. Motion by Mike, second by Paul, approved to allow staging of worker's vehicles and some heavy equipment at playground during water tank replacement project
 - i. Block availability of clubhouse for month of september
 - b. Waiting on county feedback on encroachment permit; George needs a copy of the document. Waiting on final approval to release building permit. Tank is ready until the retaining wall is complete.
- VII. Financial Report (Kirk) 7:49 p.m.
 - a. Budget vs Actual - [CPMWC 07.2025 Budget vs Actual.pdf](#)

i. Areas of Note

- [CPMWC 07.2025 Chemicals.pdf](#)
 - a. Chemicals are a bit high, but nothing of concern as they are an as needed expense. We expect chemicals to average out over the course of the year.
- [CPMWC 07.2025 Licenses \u0026 Fees.pdf](#)
 - a. We pay Licenses and fees a few times a year, so this over expense is a timing issue. This over spend is not of concern
- [CPMWC 07.2025 Water Operator Add\u0027l Hours.pdf](#)
 - a. I have brought this up a few times in the past, and have not received an answer. We would like to know if any of the water operator additional hours is part of any capital project? Please let me know so we can assign this to a project if it's not for an operational expense.

b. Balance Sheet - [CPMWC 07.2025 Balance Sheet.pdf](#)

c. Water Tank Project

i. [CPMWC 07.2025 Water Tank Project.pdf](#)

d. AR Update

- i. We have been steadily bringing out AR down and have been following the 60, 90, 120 day notices. We are down to ~18k in total outstanding AR. We will discuss with Beth on what needs to happen once residents reach 120 days late.

VIII. Firewise updates 8:05 p.m.

- a. Brad and Dana continue repping us at firewise events
- b. Chris Sands is the winner for the July raffle, congratulations!
- c. Shout-out to Rich & Paul for their recent clearing efforts.

IX. Community updates (Dave - operations manager) 8:08 p.m.

- a. Updates are included in the [Background Info](#) packet

X. Roads updates (Teus) 8:28 p.m.

- a. Not in attendance and no updates

XI. Update: Website Migration Update (Dylon) 8:29 p.m.

- a. No updates

XII. New Business 8:30 p.m.

- a. Operation plan for water plant needed. Quote for \$12k from consultant. Ask Miles what it would take to create a professional document. George will ask our consultant Jeff if it may be sufficient. Strong support for getting this manual professionally created - this provides continuity in water operators for the future and is a critical plan for our community.

XIII. Meeting adjourned

8:31 p.m.

DRAFT