

Monthly CPMWC Board of Directors Meeting
Wednesday, December 18, 2024 - 7:00pm - Clubhouse
APPROVED MINUTES

Google Meet joining info

Video call link: <https://meet.google.com/ocu-iqdi-uuu>

Or dial: (US) +1 785-783-0676 PIN: 133 263 248#

More phone numbers: <https://tel.meet/ocu-iqdi-uuu?pin=8139286634537>

- I. Call to Order 7:01 p.m.
 - a. Board Members who are present: Erik Wilkerson, Neil Abranyi, Mike Lerman, Vincent Machewicz, Teus Aarnoudse, Geri Markey, Fred Schenkelberg
 - b. Community Members who were present: Dave Shimmin, Project Manager; Jody McCalmont, George Bruder.
- II. Review and Adopt November 20, 2024 Draft Minutes: (Erik) 7:02 p.m.
 - a. Motion by Erik, second by Neil, approved
- III. Review any public comments 7:03 p.m.
 - a. none
- IV. Updates on Action Items from October 16, 2024 meeting: (Mike) 7:03 p.m.
 - a. Action: Erik to open additional bank account
 - i. Erik opened a savings account at Wells Fargo. This needs to be changed to a checking account. Erik will make this adjustment before the next board meeting. The account (will verify if this was a savings or checking account) has been opened as recommended by Nilson & Assoc. - add to this week
 - Complete
 - b. Action: Geri to contact Green Team for a community free pickup
 - Process needed for collecting forms from community: aim to send out in December packet, Mike willing to partner with Geri on planning logistics
 - a. Remains open
 - c. Action: new board members must complete 2 hours of ethics training within 6 months of taking office. - urgent need to get last 2 certificates completed
 - i. 1 member remains open
- V. [Water Report](#) & [Operations Report](#) (Miles) 7:05 p.m.
 - a. Updates
 - i. Business as usual - nothing significant to report
 - ii. Minimized San Jose Water Use during storm (used 61,000 gals from SJW for month)
 - iii. No compliance related issues to report
 - b. Update on: [Watershed Survey proposal](#) follow-up (Dave Shimmin)
 - i. Completing the survey internally:
 - Action: Invite George to folder so he can collab with David

- a. To be done
 - David reviewed potential variances between previous reports and what may be included. Should be able to spend more time investigating next month
 - a. Water temp needs to be considered
 - b. LG Creek no longer contributes to alford dam - simplifies
 - c. Hwy 17 run-off (crosses moody gulch), should be inspected
 - d. New curb added to OSCH - will help limit contamination
 - e. Moody Creek conditions relatively unknown upstream
 - f. Culvert upstream of water treatment appears to come directly from hwy 17, high level of erosion at drain - remedying would limit turbidity days: possible to bypass water treatment plant? No mention of this drain in previous reports
 - g. Perchlorate contamination (road flairs as major source) should be considered
 - i. Action: add item "f" for future discussion topic
 - c. Update on: Discussion on well project
 - i. Suggestion to run a test on the deep well in order to begin the process of abandoning well.
 - Action: George to talk to Dan Markey about current status
 - a. Discussion complete, well was closed out with Valley Water but needs to be tested to confirm for CA water board. Well can have pump pulled then capped following this.
 - b. No further discussion until excavating begins.
 - d. Update on: SB3: [Water Shutoff Policy](#) Update (Geri)
 - i. Motion to adopt as is Geri, second by Mike, approved
 - Action: Geri to mail and post to site
 - e. Water tank replacement updates (George/Jody)
 - i. Waiting on building dept first round comments (deadline is 12/27)
 - ii. Not enough pressure or connections to transmission line; alternatives: add meters to hydrants, consider replacing the line (80 years old, estimate 50 year lifespan), seeking an initial bid - may be able to use grant funds
 - f. Update on: Cross-connection Control Plan and Implementation. (Fred)
- VI. Update on: Discussion from Water Inspection from State Water board
 - a. Action: need to send letter to State that we are no longer using the Los Gatos creek water source (CPMWC letterhead, etc)
- VII. ["No Will-Serve" Letter Policy](#) (Geri) 8:04 p.m.
 - a. Motion by Geri to approve as-is, second by Erik, approved
- VIII. Financial Report (Kirk) 7:25 p.m.
- IX. Current Budget vs Actual (September 2024)
 - a. See the document: [CPMWC 11.2024 Budget vs Actual.pdf](#)
 - b. Most accounts are within budget, with a few notable exceptions:
 - i. Internet, Hosting, and Zoom: 104.19% of budget

- See the document: [CPMWC 11.2024 Internet, Hosting and Zoom.pdf](#)
- No major concerns here as CPMWC is investing in communications. We should consider an adjustment for next year's budget.
- ii. Propane: 173.92% of budget
 - See the document: [CPMWC 11.2024 Propaine.pdf](#)
 - This has been discussed over the past few months. We aren't concerned as we don't expect propane costs to increase significantly.
- iii. Legal: 120.5% of budget
 - See the document: [CPMWC 11.2024 Legal.pdf](#)
 - This was anticipated due to the adjustments to the SOPs and review of CPMWC's bylaws.
- iv. Property Taxes: 115.59% of budget
 - See the document: [CPMWC 11.2024 Property Tax.pdf](#)
 - This overage is not of any concern. We will just need to adjust our property tax budget for the 2025-2026 fiscal year.
 - We paid both portions of each parcel tax in advance as we have room in the budget to pay in advance.
- v. Parts: 1866.00% of budget
 - See the document: [CPMWC 11.2024 Parts.pdf](#)
 - We've been stockpiling parts for emergencies. While this exceeds the budget, it was anticipated.
 - We also had to cover the cost of setting up the one new meter for a new resident.
- X. Current Statement of Financial Position (Balance Sheet)
 - a. See the document: [CPMWC 11.2024 Balance Sheet.pdf](#)
- XI. Water Tank Project Financials for FY 2024
 - a. See the document: [CPMWC 11.2024 Water Tank Project P\U0026L.pdf](#)
- XII. Billing
 - a. We are continuing to reach out to residents who have balances and are working with them to discuss and assist with any questions they may have.
 - b. We've had some success collecting past-due balances, and interactions with the community have been mostly positive.
 - o Outstanding Balances:
 - Residents one month behind: 10
 - Residents two or more months behind: 13
 - o We aim to cut this number in half by the end of the next billing cycle. We're slowly chipping away at the two or more months behind residents.
 - o We're assuming the residents who are one month behind are due to the timing of their

- checks.
 - o Our outstanding AR is dropping month over month.
 - o Transfers to new bank account can now begin
 - o No updates to 24/25 capital fund projects
 - o A/R continues to decline
 - Recommends another meeting with Geri to discuss strategy on continuing to urge chronically past due residents to get current
 - Request by 1 resident to use credit card but this service is not available at this time.
 - Action: add to potential agenda for annual meeting
- XIII. [Financial Statements & Independent Acct Review Report](#) 7:43 p.m.
- a. No further action
- XIV. Update on: Creating a Risk Management Plan (Fred) 8:09 p.m.
- a. In anticipation of future incidents, we need to put a plan together. The community should know how to respond.
- Action: create a shared doc, needed by next March.
 - No updates
- XV. New Business 8:09 p.m.
- a. David asking about policy of welcoming new residents to neighborhood as someone asked about notifying residents to mailchimp subscriptions
- i. Dana created a welcome letter, could be added here
- b. Who is responsible for clearing tree debris when falling from someones property? No clear response
- c. Clubhouse agreement needs to be amended to reflect cleaning cost
- XVI. Firewise updates 8:09 p.m.
- a. Discussion on investment in Home Hardening raffle - this is a critical component of our approval process and one we consistently lack participation in
- b. Difficult renewal was completed, thank you team Firewise!
- c. Pursuing a small grant to reforest previously cleared areas and add a rain water catchment to care for new plants.
- i. Seeking support from BOD to approach SJW for written permission to treat the land
 - ii. May need CEQA approval
- d. Sharing [5 year community report](#)
- XVII. Roads update (Neil) 8:16 p.m.
- a. No updates, waiting on quote for repairs
- b. Apache Road closure (Teus)
- i. Still working on response from contractor
- XVIII. Clubhouse - Internet (Vincent) 8:17 p.m.
- a. Having trouble with provider verifying address, may be several possible addresses, transfer already approved by board previously
- b. Clubhouse needs to be painted - Teus to select color and supplies and schedule for Spring
- XIX. Community 8:20 p.m.

- a. [Operations Report](#) (Dave)
- XX. Update: Website Migration Update (Fred) 8:31 p.m.
 - a. Fred working on it
- XXI. Meeting adjourned 8:32 p.m.