

Monthly CPMWC Board of Directors Meeting
Wednesday, April , 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>

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|------|--|-----------|
| I. | Closed Session | 6:55 p.m. |
| II. | Call to Order | 7:03 p.m. |
| III. | Review and approve draft minutes from March 19, 2025 | 7:03 p.m. |
| | a. Erik motion, Mike second, approved | |
| IV. | Review any public comments | 7:04 p.m. |
| | a. Questions regarding by-law changes and will notice be mailed. Yes, 30 days prior. Suggested that by-law changes are reviewed singularly in case there is discussion regarding each item. For example, Single family by-law - historically residents were converting to multi family, original wording discouraged adding residences and further straining the water system. | |
| | b. Comment: Nominations should be done at the board meeting and not in advance | |
| | c. Comment: the additional positions on the board (Treasurer and any other Officer should be a member of the board). Wording to be updated from “appointed” to “elected” by the board. | |
| | d. Motion made to discuss public comment regarding security patrols, second, approved, discussion ensued. The Water Company will be unable to provide this service. | |
| | e. The frequency of finding dog waste in the garden was vehemently discussed. A reminder to please keep your dogs leashed and ensure you pick up your dog’s waste. | |
| | f. Reminder to keep roads clear - the issue with parked cars blocking roads is becoming worse. Suggested that we put a policy in place and follow through with towing cars that restrict access. | |
| | g. New comment from George regarding the upcoming tank project that will require parking for all the construction related vehicles. | |
| V. | Water Report & Operations Report (Miles) | 7:23 p.m. |
| | i. Water Report | |

- ii. Waiting on tank liner quotes for lining leaking tank
- iii. Completed 2 valves & 2 meters today
- iv. Asked if he filed the revised O&M plan to the state inspector so we can continue with the plan. Due May 6th, 2025. Miles committed to having it submitted by that date.

b. Water Tank & Water Meter updates (George & Jody)

- i. All outstanding plan issues with the county have been resolved! Plan can now be resubmitted for final approval
- ii. RCAC loan is due 6/1, seeking extension to 12/31 since DWR will hold back 10% till completion. All documentation is in the shared drive
- iii. Documents for grant & loan will need to be updated with new officers and must be done timely following the change in leadership - they will cause delays and additional costs.
- iv. Order for meters and equipment was placed following approval at the last meeting. The total cost was lower than expected. Scope of work change with DWR who will fund the installation.
- v. George revisited an email sent to the board from early in the year regarding replacement of a water transmission line from the pump house to the upper tank (40 years past its lifetime) that needs to find funding. Someone from the board needs to respond to the vendor.

VI. Financial Report (Kirk)

7:35 p.m.

a. 2024-2025 Financials

i. Budget vs Actual

- [CPMWC Budget vs Actual 03.2025 - V1.2.pdf](#)

ii. Areas of note

- [CPMWC Bookkeeper 03.2025.pdf](#)

a. This expense is currently running at 103.27% 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 Communication 03.2025.pdf](#)

a. This expense is currently running at 144.98% 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 03.2025.pdf](#)
 - a. This expense is currently running at 120.50% 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 03.2025.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 03.2025.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 03.2025.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 Balance Sheet 03.2025.pdf](#)
- iv. Capital Improvement Projects 2024-2025
 - [CPMWC 2024-2025 Capital Projects.pdf](#)
- v. Firewise Financials
 - [CPMWC 2024-2025 Firewise expenses.pdf](#)
- vi. Water Tank Project Financials
 - [CPMWC Water Tank Project 2024-2025.pdf](#)
- b. 2025-2026 Annual Budget
 - i. [CPMWC 2025-2026 Budget.pdf](#)
 - c. Motion made to approve new contract for nilson & associates with increase of \$2,000/month. Motion made by Geri, seconded by Erik, approved.
 - d. Motion made to reallocate capital funds from 4 projects to increase the transmission line allocation from \$60K to \$150K.

- VII. Annual Board Meeting prep 7:58 p.m.
- a. 80 households have requested physical copies. Nilson & Associates will print packets, Geri to pick up and help set up hours to pick up at the clubhouse. Jody and Erik offered to help with the distribution and office hours.
- VIII. Update: Creating a Risk Management Plan 7:50 p.m.
- a. Plan needs to be reviewed before discussing. Will discuss in next meeting.
- IX. New Business 8:30 p.m.
- a. A connection was made with SJWCC to determine any interest in managing CPMWC's infrastructure, allowing future boards to focus on community priorities. They do not seem to be interested if it does not benefit their system overall. Suggested that we put together a strong pitch if we want to pursue further - get the new tank up and running, compliance with the state water board, make capital improvements.
 - b. Motion to approve new annual insurance rate as outlined in background docs. Second, approved.
- X. Firewise updates 8:37 p.m.
- a. Board is asked to remove debris from under the deck. Teus volunteered if a voucher is provided and that the gardeners blow the leaves and dried materials from around the foundation of the clubhouse.
- XI. Roads update (Neil) 8:44 p.m.
- a. No updates
- XII. Clubhouse - Internet update (Vincent) 8:44 p.m.
- a. There is currently no internet in the clubhouse, the equipment is gone, unable to get service to the clubhouse at this point.
- XIII. Community (Dave) 8:15 p.m.
- a. Water service - the entire community is up to date on payments (minus 2 households who have already had service stopped). Thank you to the Board and community for reaching this important milestone.
- XIV. Update: Website Migration Update (Fred) 8:45 p.m.
- a. No updates
- XV. Additions for next meeting 8:45 p.m.
- a. Nothing to add
- XVI. Meeting adjourned 8:46 p.m.