

**Monthly CPMWC Board of Directors Meeting**  
**Wednesday, June 18 , 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 7:03 p.m.
  - a. Present at the meeting: Mike Lerman, Teus Aardhouse, Pat Webster, Beth Anderson, Paul Boothby, Dylon Dickinson, David Shimmin, and a core group of dedicated community members
- II. Introductions to new & returning board members 7:04 p.m.
  - a. Directors present: Mike Lerman, Teus Aardhouse, Pat Webster, Beth Anderson, Paul Boothby, Dylon Dickinson
- III. Review and approve draft minutes from May 21, 2025 7:08 p.m.
  - a. Motion to approve by Teus, seconded by Paul, approved
- IV. Election of officers 7:09 p.m.
  - a. President: Paul Boothby
  - b. Vice President: Pat Webster
  - c. Treasurer: Beth Anderson
    - i. Essential duties include: monitoring bank accounts, accountant for annual review, monitor delinquent accounts (miles & dave assist), interface with bookkeeper
  - d. Secretary: Mike Lerman, 2nd term
- V. Public comments 7:27 p.m.
  - a. President of the board becomes the director and responsible for signing invoices for the water tank replacement project
  - b. Geri recommends the monthly assessments break down the base rate + special assessment, including 1 of 12 payments for countdown
  - c. Dumpsters are requested again, typically the weekend after annual meeting, were included in special assessment

- d. Speed bumps need painting
- VI. Water Report & Operations Report (Miles) 7:30 p.m.
  - a. To send ops report via email
  - b. Provided quote for carson liner to reline tank and needs response, won't address the leaks in the 2 tanks; recommended to review warranty in contract, original liner always leaked and how is it installed around the hatch
    - i. Added to next meeting, share with George & Brad
  - c. Needs response on chlorine analyzer about \$5k
    - i. Added to next meeting
- VII. Water Storage & Drought Relief Project + Water Meter updates 7:49 p.m.
  - a. Grading/foundation and retaining wall permits were submitted on Friday 6/13/25; Tank delivery expected 8/25; Mobilization expected early July
  - b. Next steps: Support completing Exhibit G as part of state audit requirements; Resolution to Borrow needs signature
  - c. Motion to update the names on the loan doc by Teus, second Mike, approved
- VIII. Financial Report (Kirk) 8:06 p.m.
  - a. Budget vs Actual
    - i. [CPMWC Budget vs Actual 05.2025.pdf](#)
    - ii. Areas of Note
      - We have not received confirmation on if the budget has been approved. The budget currently being used is draft.
        - a. Was approved prior to special assessment, needs to be approved with addition of special assessment
      - We have not received confirmation of the Special Assessment.
        - a. Confirmed
        - b. Motion made to break out special assessment by Mike,
      - Clubhouse Cleaning/Maintenance
        - a. [CPMWC Clubhouse Cleaning and Maintenance 05.2025.pdf](#)
        - b. We had 3 cleanings vs the budgeted 2 for the month. We're not concerned about the slight overspend in May.
      - Licenses & Fees
        - a. [CPMWC Licenses \u0026 Fees 05.2025.pdf](#)

- b. Single bill from The County of Santa Clara - this should average out over the course of the year. We're not concerned of the slight overspend

- Parts

- a. [CPMWC Parts 05.2025.pdf](#)

- b. The main overspend was on installing two new curb stops and a 5/8" water meter. Should this expense be tied to a specific reserve/holding fund? Please advise.

- Water Operator Additional Hours

- a. [CPMWC Water Operator Additional Hours 05.2025.pdf](#)

- b. We are budgeted for 2k for the year. I believe some of this time should be for a specific project. Please advise. Below are the tasks completed

- i. Meeting Prep and generation of supporting documents - \$1,350.00
    - ii. Replace CL2 PUMP \$135.00
    - iii. Replace CL2 Pump \$305.00
    - iv. Shut down Arapaho, install 2 new curb stops and 5/8" water meters \$3,240.00

- Water Tests

- a. [CPMWC Water Tests 05.2025.pdf](#)

- b. This was for Feb and March 2025 Lab Fees. We're not concerned about the slight overspend.

- b. Statement of Financial Position

- i. [CPMWC Statement of Financial Position 05.2025.pdf](#)

IX. New Business 8:10 p.m.

- a. Nothing, this should be a header

X. Firewise updates 8:18 p.m.

- a. Requesting access to physical mailing list, it was not provided last year based on state privacy requirements; questions on how to contact absentee landlords

- i. Options: Send contact to owners authorizing communication to renters

- ii. Mailchimp = anyone who opts in

- iii. Address list = assessment mailers
- iv. Physical addresses = manual collection

- XI. Community updates (Dave - operations manager) 8:32 p.m.
- a. Shared a welcome to the board and an overview of his duties
  - b. A water leak on blackfoot and its repair was discussed - motion to approve an amount not to exceed \$5k for the repair by Mike, second by Teus, approved
  - c. Motion made for David to lead the dumpster day project by Teus, second by Paul, approved
- XII. Update: Website Migration Update (Fred) 8:48 p.m.
- a. Need to get info from Fred to connect with Dylon
- XIII. Additions for next meeting 8:57 p.m.
- a. Tank liner approval - \$61,000 cost, budget? \$1k deposit to hold price
  - b. Chlorine analyzer
  - c. Schedule meeting with Kirk for training - Beth
  - d. Kirk & Gail to connect on grant accounting - Gail needs info
  - e. Review line items included in special assessment - what does each project cost (included in April & May)
  - f. Brad volunteered to tour the water plant
  - g. Training required for new board members
- XIV. Meeting adjourned 9:00 p.m.