

Monthly CPMWC Board of Directors Meeting
Wednesday, December 17 , 2025 - 7:00pm - Clubhouse
Approved 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	7:06 p.m.
	a. Board of Directors present: Paul Boothby, Pat Webster, Beth Anderson, Mike Lerman	
II.	Review and approve draft minutes from November 19, 2025	7:07 p.m.
	a. Motion to approve by Mike, seconded by Paul, approved	
III.	Public comments	7:11 p.m.
	a. CIP (capital improvement plan) - feedback on previous meetings with the community wasn't effective. Beth circulated the current plan with BoD. Discussion on how to make the best use of resources by bringing the members most knowledgeable. Meeting to be scheduled by BoD.	
IV.	Old Business	7:11 p.m.
	a. By-laws to be updated based on approved language in annual meeting - Mike	
	i. Completed and stored here: cpmwcc_bylaws_2025	
	ii. Updated to website done by Mike	
	b. Update on reviewing line items included in special assessment - what does each project cost (included in April & May meetings)	
	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	
	- Need to get updated quotes and will need project managers from the community - Teus to review and update at the next meeting.	
	a. Water treatment plant siding, lighting replacement for water treatment plant, and spare parts cargo box (location could impact cost)	
	b. No updates	
	c. Water Operator Additional hours, need to review budget for next year. Possible to move some costs to projects.	
	i. Need to continue monitoring	

- d. Pat emailing Erik & Geri for help updating the members of the board with the State of California
 - i. Done
- e. Board will need to create a plan for water meter install project
 - i. To follow the meeting the installer tonight
- f. Apache bridge first steps with engineer, George to follow up
 - i. Move to February discussion
- g. Pat to research an official response from SJ Water around assuming management of the CPMWC system
 - i. Pat will investigate options without engaging them directly
- h. Business license expired 11/30/25 - can be registered online and paid by company CC - secretary of state license
 - i. **Nilson and Associates** will process for us
 - ii. To be completed this week

V. Water Meter Installer Presentation (Dave) 7:40 p.m.

- a. Luke Sharman joined from phoenix based installer (Q1 2026 start, 2-3 week install time). Q&A with board & Miles

VI. Financial Report (Kirk) 7:30 p.m.

- a. Budget vs Actual - [CPMWC_Budget vs Actual 11.2025.pdf](#)
 - i. Areas of Note
 - Clubhouse Cleaning - [CPMWC_Clubhouse Cleaning and Maint 11.2025.pdf](#)
 - a. We are slightly over budget, but it's because of some minor purchases for the clubhouse. We're not concerned about the expenses
 - PG&E - [CPMWC_PG&E 11.225.pdf](#)
 - a. We are slightly over budget - We're not concerned with the additional costs as energy costs have steadily risen over the year and we will adjust for the 2025-2026 budget
 - Water Operator Additional Hours - [CPMWC_Water Operator Addtl Hours_11.2026.pdf](#)

- a. This is an area of continual review. I believe some of the expenses can be attributed to capital improvements, but will need to verify.
- b. Balance Sheet - [CPMWC_Balance Sheet_11.2025.pdf](#)
 - i. We initiated the next 1/3 of the transfers into the holding account. The last 1/3 payment to the holding account will happen in April of 2026
- c. Water Tank Project - [CPMWC_Water Tank Project_11.2025.pdf](#)
 - i. We have a fairly substantial amount due for the RCAC loan, but we will be holding off on paying it down until we cover the next set of payments for the project.
- d. Firewise - [CPMWC_Firewise_11.2025.pdf](#)
 - i. Firewise has \$2,306.28 remaining in its budget for the year.

VII. Water Report & [Operations](#) Report (Miles) 8:10 p.m.

- a. [Link to report](#)
- b. Next storm will require that we reduce usage as usual - Dave to send email which has been very effective

VIII. Water Storage & Drought Relief Project + Water Meter updates 8:16 p.m.

- a. Tremendous progress has been made and details are in the Background Info doc for your enjoyment

IX. Firewise updates 8:25 p.m.

- a. Hosting a Firewise Fun Day, info to go out in January

X. Community updates (Dave - operations manager) 8:34 p.m.

- a. See [Background Info](#) for more

XI. Roads updates (Teus) 8:40 p.m.

- a. No updates

XII. Update: Website Migration Update (Dylon) 8:41 p.m.

- a. No updates

XIII. New Business 8:42 p.m.

- a. Review and approve new logo & letterhead from George
 - i. Motion to approve logo & letterhead by Mike, second by Paul, approved
 - ii. Mike to add to Google Drive & send to Kirk
- b. Next meeting scheduled for Jan 21, 2026 at 7pm

i. Add CIP update to that meeting

XIV. Meeting adjourned

8:44 p.m.