

**Monthly CPMWC Board of Directors Meeting**  
**Wednesday, March 19, 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 7:06 p.m.
- Board Members in attendance: Geri Markey, Erik Wilkerson, Erik Wilkerson, Neil Abranyi, Mike Lerman
  - Thank you to the community members who attended
- II. Review and approve draft minutes from February 19, 2025 7:07 p.m.
- Motion by Erik, second by Mike, approved
- III. Review any public comments 7:07 p.m.
- None
- IV. Updates on Action Items from February 19, 2025 meeting: (Mike) 7:07 p.m.
- All follow-up included in-line below
- V. Water Report & Operations Report (Miles) 7:08 p.m.
- [Monthly Water Report](#)
  - Reviewed Action plan from [Sanitary Survey](#)
- b. Update on: [Watershed Survey proposal](#) follow-up (Dave Shimmin)
- Continuing field research into moody creek watershed to map the culverts that feed the creek, interviewing resources - aiming for early June finish
- c. Water tank replacement updates (George)
- Water tank to be delivered in August! All admin is on track and in process.
- d. Water Meters (George)
- \$227K in remainder grant funds eligible for use on this project that is estimated to cost about \$250k. Bid is only valid through the end of the month and will go up if not executed.
  - Motion made to commit to the purchase of water meters by Geri (outlined in background info), second by Erik, approved
- e. Discussion: Cross-connection Control Plan and Implementation.
- i. Identified during the state inspection - that we don't have one and it's required.

- f. Update on: Discussion from Water Inspection from State Water board
  - i. Discuss the Sanitary Survey Findings Letter and associated action items
    - Miles shared update: items previously due March 6 were completed on time. Other items due May are in process.
    - Motion made to commit \$750.00 for the creation of a cross connection control plan from the discretionary budget by Geri, second by Erik, approved

VI. Financial Report (Kirk)

7:43 p.m.

- a. Request to provide Treasurer and Accounting support access to 4th holding account
  - i. The request was fulfilled prior to the meeting. We will be moving money over the next week to bring everything back into alignment.
- b. Capital Projects
  - i. Please see the capital projects budgets
  - ii. [Budget vs. Actuals Budget 2024-2025Capital - FY25 P&L Classes.pdf](#)
    - I suggest we work with the board to confirm capital project expenses
    - Overall we have exhausted 51.92% of the budget for capital projects.
    - Areas of Note
      - a. Main Pump - We have a budget of \$18,500, but we're only able to track \$510.00. I suggest we work with the board to confirm capital project expenses
      - b. Plant Media - We have a budget of \$14,000.00 but have not been able to track any expenses to this line item
      - c. Survey - We have a \$10,000 budget but can only track \$5,049.50
      - d. Test Meters - We have a \$25,000 budget but cannot track any expenses to this line item
      - e. Water boy - We have a \$3,500 budget but cannot track any expenses to this line item
- c. Check Request Form
  - i. Please see the below check request form which should be used for all future check requests that are outside of the normal operating expenses.
  - ii. [Check Request Form.pdf](#)
- d. Profit and Loss
  - i. [CPMWC Budget vs Actual 02.2025.pdf](#)
  - ii. Areas of Note
    - Bank Fees - 153.68% [CPMWC Bank Fees 02.2025.pdf](#)
      - a. The QBO processing fees were being processed without a class. We applied the Operating Budget and will need to adjust the 2025-2026 budget to reflect the updated banking fees for online payments
    - Bookkeeper - 94.93% [CPMWC Bookkeeper 02.2025.pdf](#)
      - a. On 12/19/2024 we received an invoice from Tax and Bookkeeping Professionals for "March 2024 Bookkeeping Services" we were instructed by the board to process

payment. The budget for 2024-2025 will be exhausted and overspent by \$2,575.00 due to this invoice

- Internet and Hosting - 135.16% [CPMWC Internet and Hosting 02.2025.pdf](#)
  - a. As prior months - this is not an area of concern, we will just adjust the 2025-2026 budget to align with our expected expenses.
- Legal - 120.50% [CPMWC Legal 02.2025.pdf](#)
  - a. As prior months - this is not an area of concern as CPMWC had higher than expected legal. We do not anticipate this overage to get any higher.
- Parts - 1866.00% [CPMWC Parts 02.2025.pdf](#)
  - a. As prior months - this is not an area of concern, but I would like to verify expenses with the board to confirm that nothing should have gone to capital projects.
- Propane - 173.92% [CPMWC Propane 02.2025.pdf](#)
  - a. As prior months - this is not an area of concern. We do not expect propane to go any further above budget.
- Property Tax - 115.59% [CPMWC Property Tax 02.2025.pdf](#)
  - a. This is the cap for the 2024-2025 year, and we will adjust budget for the 2025-2026 year
- Repair and Maintenance - General - No Budget [CPMWC R&M General 02.2025.pdf](#)
  - a. We have a fairly large invoice for installing a 10' K-Rail. Please let me know if this should go somewhere else beyond R&M General
  - b. [CPMWC R&M General Invoice 02.2025.pdf](#)
- e. Balance Sheet - [CPMWC Balance Sheet 02.2025.pdf](#)
  - i. As mentioned we received access to the 4th account and will begin moving money to bring everything back into alignment.
- f. Water Tank Project Financials
  - i. [CPMWC Water Tank Project 2024-2025 Fiscal Year.pdf](#)

- VII. Annual Board Meeting prep 7:48 p.m.
- a. By-law updates
  - b. Annual budget
  - c. SOP review
  - d. Schedule of fees change
  - e. BOD terms and June elections
  - f. Capital improvement meeting planning
    - Geri to share any needs from committees and community
- VIII. Update: Creating a Risk Management Plan 7:56 p.m.
- Geri seeking a template, required by annual meeting
- IX. New Business 7:57 p.m.
- a. Tree removal policy

- Board has the right to remove any trees obstructing the right of way but no right to address any trees or rubbish on private property
- b. Landscape services contract renewal
  - No changes to Jose's contract
- c. Approve and adopt new clubhouse policy
  - David Shimmin updated usage document for collaboration with the board
- X. Firewise updates 8:02 p.m.
  - Home hardening workshop completed this month, decent turn-out, very helpful information
- XI. Roads update (Neil) 8:07 p.m.
  - No update
- XII. Clubhouse - Internet update (Vincent) 8:09 p.m.
  - Frontier will not service the address, Vincent trying to convince them to run a line. Considering Comcast as an alternative.
- XIII. Community (Dave) 8:09 p.m.
  - Erik requests to add signage at park to require dogs be leashed as required by by-laws
  - Water quality section of website needs to be updated
  - Only 7 water connections remain unfound, closing the gap
  - Water valve boxes need to be purchased
  - Signage needs to be reviewed at and on to the way to the bridge closure
  - Green Team has mailed out free dump vouchers for April
- XIV. Update: Website Migration Update (Fred) 8:15 p.m.
  - No update
- XV. Additions for next meeting 8:16 p.m.
  - Review SOPs and clubhouse rules document, BOD by-laws, schedule of fees
- XVI. Meeting adjourned 8:17 p.m.
- XVII. Closed Session 8:30 p.m.
  - a. Water shut-off discussion