

NORMANDY BY THE SEA

Minutes for Board Meeting
Held on January 16, 2018 at 5:30 pm
Location: Pool House
<http://normandybythesea.org/>

Board Members Present: Rosemary Estep (President), Carter Schroy (Secretary), Rosemary Calvi (Director), Regina Balch (Treasurer) and Linda Kewin (Vice President). JD Richardson (JDR) was represented by Sylvia Lopez and Adam Futo.

Homeowners present: Ron & Perla Wichner, Eileen Quintero

Guest Attendee: Tim Flanagan, Esq. of Green, Bryant & French

Rosemary Estep called the meeting to order at 5:33 pm.

Rosemary Estep introduced JDR representatives Sylvia Lopez and Adam Futo to the Board and homeowners.

MEMBERS' COMMENTS:

Eileen Quintero of B24 discussed the leak at her door/ceiling. Source of the leak not yet determined since she reported the issue.

Use of HOA electricity to charge electric cars not authorized. Owners/Tenants must get a licensed electrician to install electrical hookup to their unit.

CC&Rs update items to consider including add electric car charging, remove dog weight limitations, windows-owners purchase, HOA installs.

LANDSCAPE REPORT:

No landscape walk through conducted in January.

MAINTENANCE REPORT:

- Maintenance Calendar updated; Secretary of State filing to occur in September.
- Two dryers out in A building. JDR to contact Apex for repairs.
- Pool lights require electrician. JDR to get details from Ron Wichner and contact electrician. Lights need to come on earlier.
- Jason of McDonnell Roofing to check paper of stucco around lighting.

Rosemary Estep adjourned the regular session meeting in order to convene into executive session to discuss legal matters with attorney, Tim Flanagan. Following discussion, the Board reconvened into the regular session meeting.

Unless otherwise indicated the following were Motioned, Seconded and Approved unanimously.

CONSENT AGENDA:

M/S/A: December 19, 2017 open session meeting minutes.

ACCEPTED: December 2017 unaudited financials with comment to move insurance claim payment of \$10, 458.28 from Misc Income to Reserves.

UNFINISHED BUSINESS:

WINDOW REPLACEMENT PROJECT UPDATE.

Pending A15, A25, A35 window replacement by Jon Wayne Construction (JWC) to be scheduled in early February. Adam Futo of JDR met with JWC and will coordinate installment with homeowners.

INSURANCE REVIEW.

Tabled

RESTATEMENT OF GOVERNING DOCUMENTS

Pending Updated Rules and Regulations to be reviewed and approved by the Board of Directors for 30-day member review.

A12 WINDOW LEAK

Pending Adam Futo of JDR met with JWC and tenant regarding leak. JWC's assessment was replacing/repairing the fascia may not likely be the source and recommended window replacement. Board requested PrimeCo also assess and provide quote.

NEW BUSINESS

PROJECT MANAGER.

Adam Futo of JDR will be available as project manager on as needed basis to oversee projects for assessment, coordinate with vendors, Board and homeowners, follow-up and confirm project completion.

UNIT A31 SIDING/AWNING.

Pending Board determined the repairs are the responsibility of the homeowner. Adam of JDR to notify A31 property manager and confirm repairs to siding and roof and removal of awning by McDonnell Roofing. A31 to submit architectural application for awning replacement

UNIT B24 LEAK.

Pending JDR to research previous emails and investigations by contractors and coordinate further inspection/water testing to locate source. JDR to schedule with Eileen.

FIRE WATCH EXTINGUISHER PROPOSAL.

Fire extinguisher renewal has been completed.

The board adjourned the meeting at 7:20 pm.

Next scheduled meeting is Tuesday, February 20²⁰, 2018 at 5:30 pm at the Pool house.

Signed Art B. Selby Date 02/20/18