

NORMANDY BY THE SEA

Minutes for Board Meeting
Held on February 20, 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.

Homeowners present: Charlotte Gumbrell, Pam Schott

Rosemary Estep called the meeting to order at 5:31 pm.

MEMBERS' COMMENTS:

Pam Schott and Charlotte Gumbrell updated the board on recent toilet backup in A12 and insurance claim follow up. Discussion on camera scope for the A stack.

APPROVAL OF MINUTES:

Upon a motion duly made, seconded and carried, the January 16, 2018 open session meeting minutes were approved.

LANDSCAPE REPORT:

Board member Carter Schroy, committee member Arjon D'Angelo, JDR representative Sylvia Lopez and Treebeard representative Alvaro Lopez conducted a landscape walk through. Treebeard to address gopher holes on the lawn and trim back the bushes along the walls of the A building where windows will be installed.

MAINTENANCE REPORT:

- Pool area light issues are being addressed by Santana Electric.
- Toilet running water in B Bldg located and repaired by owner.
- Fire extinguishers were serviced by Firewatch.

FINANCIAL REPORT: Upon a motion duly made, seconded and carried, the Board accepted the unaudited January 2018 financials. Upon a motion duly made, seconded and carried, the Board approved liquidating one Morgan Stanley maturing CD of \$50,000. Second CD is to be moved to a 6-month CD.

OLD BUSINESS:

WINDOW REPLACEMENT PROJECT UPDATE.

Pending A15, A25, A35 window replacement by Jon Wayne Construction (JWC) is scheduled to begin. The windows will be delivered on February 14, 2018 and installation to begin February 19, 2018. Project to take approximately three weeks.

A12 WINDOW LEAK.

Pending No response for quote from PrimeCo. Fascia repair/replacement to be coordinated. Adam Futo of JDR met with Christian Brothers for recommendation and quote.

B24 LEAK UPDATE.

Pending Board did not accept water testing quote from JWC. Discussion to pursue water intrusion through stucco. JDR to coordinate with Knitter for quote.

INSURANCE REVIEW.

Tabled Michael Berg Insurance to provide a bulleted summary of Bare Walls versus Walls In policy for Board to discuss at March meeting.

RESTATEMENT OF GOVERNING DOCUMENTS.

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

NEW BUSINESS

AUDIT REVIEW.

Approved Board review audit. Upon a motion duly made, seconded and carried, the Board approved distribution of the audit to the membership.

FIRE ALARM TESTING.

Approved Upon a motion duly made, seconded and carried, the Board approved fire alarm testing to be performed by Firewatch.

TERMITE RENEWAL.

Denied Upon a motion duly made, seconded and carried, the Board agreed not to renew the Payne Pest termite warranty.

A31 ROOF DRAIN REIMBURSEMENT.

Approved Upon a motion duly made, seconded and carried, the Board approved the reimbursement of \$4,491.73 for repairs done due to leaks from roof drain.

B24 PILOT HOLE REIMBURSEMENT.

Approved Upon a motion duly made, seconded and carried, the Board approved reimbursement of \$150.00 for pilot hole repair done due to water testing.

A12 LEAK REPAIRS REIMBURSEMENT.

Tabled JDR to contact insurance regarding clarification of claim and coverage of items requested for reimbursement by A12.

A15 & A35 LEAK INVOICES.

Invoices from Service Solutions submitted to Board for review. Invoices to be sent to homeowners.

Next scheduled meeting is Tuesday, March 20, 2018 at 5:30 pm at the Pool House.

Rosemary Estep adjourned the meeting at 6:51 pm.

Signed Carter B Sebray Date 3/20/18