

NORMANDY BY THE SEA

Minutes for Board Meeting
Held on March 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: Ron Wichner

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

MEMBERS' COMMENTS:

Ron Wichner discussed lighting, CC&R's, budget and reserve items.

APPROVAL OF MINUTES:

M/S/A February 20, 2018 open session meeting minutes

LANDSCAPE REPORT:

Board member Carter Schroy, JDR representative Sylvia Lopez and Treebeard representative Alvaro Lopez conducted a landscape walk through. No landscape issues were noted.

MAINTENANCE REPORT:

- Pool area and flood lights to be addressed by Santana Electric
- Replacement of light fixtures in building lobbies to be researched
- Obtain janitorial bids
- Water hose with nozzle for spigot behind B Building.
- Obtain quote for camera scope of main lines from Drain Patrol
- Pool heat to be turned on April 1
- Roof hatch repair to be scheduled once ordered materials are received

FINANCIAL REPORT:

ACCEPTED February, 2018 unaudited financials

OLD BUSINESS:

WINDOW REPLACEMENT PROJECT UPDATE.

Complete A15, A25, A35 window replacement by Jon Wayne Construction (JWC) is complete. Retention of 10% of final invoice withheld pending final inspection next month. Rosemary Calvi reported that JWC did a good job and there were no major issues.

A12 WINDOW LEAK.

Pending Christian Brothers provided fascia replacement quote for \$1,200.00 for two man crew, labor and materials. Handyman of La Jolla requested to provide quote.

B24 LEAK UPDATE.

Pending Knitter still needs to coordinate water test with B24 and B34. B34 porch light to be caulked.

INSURANCE REVIEW.

Tabled Board to finalize at April meeting. Policy renews in May.

RESTATEMENT OF GOVERNING DOCUMENTS.

Pending Updated Rules and Regulations to be reviewed and approved by the Board of Directors for 30-day member review. Board members provided following input: "Matrix" reference to be consistent throughout CC&R's; ceilings – should not guarantee HOA responsibility; sliding doors and windows not HOA responsibility; remove cat license requirement; clarify plumbing in Matrix. Bylaws quorum requirement to be changed to 40%.

NEW BUSINESS:

WATER HEATER MAINTENANCE.

M/S/A ASAP to perform maintenance on April 3rd at \$198 labor plus \$94 parts/boiler.

STANDPIPE, TRASH CHUTE INSPECTION & SPRINKLER TESTING.

M/S/A Firewatch to perform testing in April for sprinkler inspections at \$485.00, trash chute inspection at \$370.00 and standpipe inspection at \$285.00.

RESERVE STUDY & CPA PROPOSALS.

Tabled To be finalized by May.

AUDIT REVIEW

Discussed Board discussed 2016-17 audit and reserves, review of financials and current budget, and assess reserve and operating expenses.

Next scheduled meeting is Tuesday, April 17, 2018 at 5:30 pm at the Pool House.

Rosemary Estep adjourned the meeting at 7:49 pm.

Signed



Date

