

NORMANDY BY THE SEA

Minutes for Board Meeting
Held on November 21, 2017 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 was represented by Niki Moore, Community Manager.

Homeowners present: None.

GUEST IN ATTENDANCE: MICHAEL BERG, BERG INSURANCE AGENCY

Michael Berg discussed options for the Board to consider regarding walls in vs. bare walls coverage for the Association. Mr. Berg will coordinate with HOA Attorney Timothy Flanagan for policy requirements. He covered existing policy coverage and educated the Board regarding Insurance Deductible pros and cons.

Rosemary Estep called the meeting to order at 5:30 pm.

MAINTENANCE CALENDAR:

- Pool Permit has been renewed for 2018. JDR to post new Permit in Meeting Room.
- Maintenance Calendar to reflect revised Janitorial schedule of both Buildings to be serviced on Wednesdays.
- Elevator Permit expired 2016. This is typical of the Elevator inspection system. Management to continue to follow up.

LANDSCAPE REPORT:

Landscape walkthrough – 1st Thursday of every Month at 10:00 am. Attendees include Niki Moore, Management Consultant for JDR, Carter Schroy, Landscape Chair, Alvaro Lopez, Landscape Supervisor of Treebeard Landscape, Arjon DeAngelo, Landscape Committee Member.

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

CONSENT CALENDAR:

M/S : October 17, 2017 open session meeting minutes. **HOLD PENDING REVIEW**

ACCEPTED: October 31, 2017 unaudited financials.

M/S/A Ratify Change Order in the amount of \$5,400 to McDonnell Roofing for Eight (8) Side Outlet Roof Drains – 2” Century Outlet Drain 2/clamping ring and cast iron dome.

UNFINISHED BUSINESS: 038

BUILDING A REROOFING PROJECT UPDATE

McDonnell Roofing Schedule for reroofing of Building A scheduled to begin the November 9, 2017.

WINDOW REPLACEMENT PROJECT UPDATE

A15, A25, A35 Window Replacement with Jon Wayne Construction to be scheduled following reroofing per their approved contract. Contract signed and sent to Jon Wayne Construction 11/20/17. Schedule to be confirmed with Contractor.

RESTATEMENT OF GOVERNING DOCUMENTS

Restatement has been completed by Timothy Flanagan, Attorney at Law. Following review by the Board, he will be invited to the Board meeting to discuss the Restatement documents. Pending Board Presentation

Updated Rules and Regulations to be reviewed and approved for circulation by the Board of Directors. Also to be discussed with Attorney following Board review.

NEW BUSINESS

INSURANCE REVIEW (See Michael Berg Presentation above)

A35, A25, A15 WATER LEAK – Plumbing line clog at A35. ASAP called to clear line. Surface Solutions treating interior of units. Homeowners advised to contact individual insurance carriers. Requested reports from ASAP and Surface Solutions

A12 WINDOW LEAK – Fascia problem. Paul Heimgaertner presented a recommendation on behalf of Charlotte Gumbrel that Encinitas Glass suggested it was not a window issue, but rather a fascia issue. Paul Heimgaertner will get a proposal. JDR to also get proposals from contractors to see about repairs to the fascia. Photos were provided.

JANITORIAL SERVICES – Board requested JDR get proposals for Janitorial services in an effort to save money. Also rebid existing Janitorial Company.

The board adjourned the meeting at 6:30 pm.

Next scheduled meeting is Tuesday, December 19, 2017 at 5:30 pm at the Pool house.

Signed *Carla B. Schroy* Date 12/19/17