

# NORMANDY BY THE SEA

Minutes for Board Meeting  
Held on November 29, 2016 at 5:30 pm  
Location: Pool House  
<http://normandybythesea.org/>

**Board Members Present:** Regina Balch (President), Carter Schroy (Secretary), Rosemary Calvi (Director) and Rosemary Estep (Vice-President). Linda Kewin (Treasurer) was absent. J.D. Richardson was represented by Cami Surette, CCAM.

**Homeowners present:** Eileen Quintela.

Regina Balch called the meeting to order at 5:29 pm.

Unless otherwise indicated the following were **M**otioned, **S**econded and **A**pproved unanimously.

## ARCHITECTURAL COMMITTEE REPORT.

1. B24 ARC application reviewed. Board approved replacement of all exterior windows, adding a door way in the rear of the quest (west) bedroom closet, removing 4'4" wall in kitchen, reinforce with load-bearing column, move existing electrical switches as needed per building code. Homeowner rescinded #4 to extend living room sliding glass door to include 4 panels (instead of three).

\*Eileen Quintela to send management the approved stamped architectural plans for HOA records.

2. B12 ARC application reviewed and approved the previously installed windows. 4 milgard ultra windows (1 patio door, all in black title 24 compliant, Pure view screens, cleaned job site and hauled away debris.

## MAINTENANCE CALENDAR

JDR to inform Payne the annual inspection is to be postponed till January.

JDR to order 2 signs that state: "Elevator Carts are for Resident Use Only" Construction Use is Prohibited.

**M/S/A:** October 2016 open session meeting minutes.

**TABLED:** October 31, 2016 unaudited financials.

WICR B34 DECK REPAIRS.

Deck has been repaired and after current rain the homeowner witnessed water leaking from under the slider door. H/O contacted WICR to have them come back out and caulk that area.

WICR BALCONY REPAIRS.

WICR to provide a proposal for B32'S balcony.

PERIMETER FENCING REPAIRS/REPLACEMENT.

JDR to ask Balboa Fencing for a quote to include Redwood pricing.

\*JDR to obtain a quote from Alpine Fencing.

BRIGHT LIGHTS FROM APARTMENTS.

JDR to schedule meet with Manager this week to discuss options.

PAINTING CONDUITS, WINDOW SILLS & DOORS.

JDR to obtain quotes.

DRONES.

M/S/A: The adoption of the proposed rule which was sent to the membership for their input.

\*JDR to send the new rule out to the membership.

REPLACEMENT OF WROUGHT IRON FENCE AT SOUTH ENTRANCE.

Pending replacement by Mitre fence.

KNITTER ROOF MAINTENANCE QUOTE.

M/S/A Renewal of Roof maintenance agreement for \$2,974.40.

SONNENBERG & COMPANY, CPA REVIEW.

M/S/A Association's review of Financial Statements for year ended September 30, 2016.

M/S/A Level 111 Update with no on-site inspection for year ended September 30, 2017

M/S/A Review & Tax Engagement letter for year ended September 30, 2017

B BUILDING SPIGOT REPLACED.

M/S/A ASAP's quote to replace the spigot on the southside of the B building next to the interior stairwell door.

\*SECURITY CAMERAS to be added to agenda in December and obtain quotes.

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The board adjourned the meeting at 6:00 pm to convene into Executive Session.

Next scheduled meeting is Tuesday, December 20, 2016 at 5:30 pm at the Pool house.

*Cathy B Schroy*

*12/20/16*