

# NORMANDY BY THE SEA

Minutes for Board Meeting  
Held on December 19, 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:** Ron Wichner, Susan Morrison, Molly Allison

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

## **MAINTENANCE CALENDAR:**

- Maintenance Calendar updated
- Elevator Permit expired 2016. Management to follow up.
- Fluorescent lighting in garages and lights in buildings/hallways switch to LED
- Change out of fixtures yearly maintenance cost comparison  
Fluorescent = \$4100/yr  
LED = \$2500/yr
- Lighting bids may need to be obtained
- Electrician to replace photo cells at pool building

## **LANDSCAPE REPORT:**

Landscape walkthrough – 1<sup>st</sup> 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/A:** November 21, 2017 open session meeting minutes. October 17, 2017 PENDING REVIEW.

**ACCEPTED:** November 2017 unaudited financials.

**UNFINISHED BUSINESS: 038**

A BUILDING RE-ROOFING WORK COMPLETED

Work completed by McDonnell Roofing.

WINDOW REPLACEMENT PROJECT UPDATE

A15, A25, A35 Window Replacement with Jon Wayne Construction (JWC) to be scheduled. JDR to discuss access issues due to scaffolding with JWC.

INSURANCE REVIEW

Michael Berg of Berg Insurance gave a presentation on bare walls vs walls in insurance.

RESTATEMENT OF GOVERNING DOCUMENTS

Restatement has been completed by Timothy Flanagan, Attorney at Law. He has been invited to attend the January meeting to discuss with the Board. Updated Rules and Regulations to be reviewed and approved for circulation by the Board of Directors.

**NEW BUSINESS**

A35, A25, A15 WATER LEAK

Received notification from State Farm Insurance on December 14, 2017 that Claim # 3009989964-1-1 was filed for water damage.

UNIT A31 LEAK – DRAIN REPAIR

The Board discussed the leak and repair

KNITTER CONTRACTING DRAIN WORK AT UNIT A31

The Board discussed Knitter's work.

A12 WINDOW LEAK – JDR to obtain bids from PrimeCo and Jon Wayne Construction.

The board adjourned the meeting at 6:41 pm.

Next scheduled meeting is Tuesday, January 16, 2018 at 5:30 pm at the Pool house.

Signed Carly B Schray Date 1/16/18