

NORMANDY BY THE SEA

Minutes for Board Meeting
Held on December 20, 2016 at 5:30 pm
Location: Pool House
<http://normandybythesea.org/>

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

Homeowners present: Eileen Quintela.

Regina Balch called the meeting to order at 5:35 pm.

LANDSCAPE REPORT:

- Obtain a quote from Atlas to remove large Melaluca Tree at top of the northside front driveway.

ARCHITECTURAL COMMITTEE REPORT: Nothing to report.

MAINTENANCE CALENDAR:

- JDR to have 2 sets of keys made that Regina provided management.
- JDR to have someone look into why there were no lights in the pool area, look at the door closers for the B building doors that aren't closing all the way.
- B24 has a reoccurring leak above the slider door and JDR to have a contractor go out investigate and repair.
- JDR to order 2 signs for each elevator that state: "Elevator Carts are for Resident Use Only" Construction Use is Prohibited.
- JDR to have ask the painters who painted the building balcony railings to complete the paint touch ups at B34.
- JDR to bring Signature Cards for Bank to January's meeting.
- WICR to provide a quote for B32's balcony. (Pending)
- Order 4 signs to be placed on B building laundry doors which state: Please Shut Door Completely when entering and leaving.
- Ron to inspect closers on B building doors to confirm whether the closers need adjusting or oiled. Doors aren't closing all the way.
- Have stairwell windows in each building repaired so they are able to open and closed easily.
- Have garage gate company "Vortex" to go out and provide service on the both gates.
- Have Protec caulk around A12 windows.

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

CONSENT CALENDAR:

M/S/A: November 29, 2016 open session meeting minutes.

TABLED: November 30, 2016 unaudited financials.

UNFINISHED BUSINESS:

WICR B34 Deck Repairs.

Deck is completed. Spot or touch up painting still needs to be done. Will be completed by a separate company and have WICR reduce their invoice amount.

PERIMETER FENCING REPAIRS/REPLACEMENT.

Additional quotes needed Balboa Fencing for a quote to include Redwood pricing. Ask Alpine fencing to quote as well.

BRIGHT LIGHTS FROM APARTMENTS.

Board agreed to test painting inside of one light fixture to decrease the brightness of the LED lights installed at the apartment community next door. Need to contact manager.

PAINTING CONDUITS, WINDOW SILLS & DOORS.

Pending work to take place in 2017.

KNITTER A31 ROOF QUOTE.

M/S/A: Knitter Contracting quote for roof repairs above A31 for \$1,480.

B11 WINDOWS.

Brief discussion of repairs that JWC and window manufacturer are completing.

NEW BUSINESS:

M/S/A: To have attorney begin the process of restating the CC&R's and Bylaws and prepare a red lined updated copy for the board to review at the next meeting.

SAUNA QUOTES.

Board decided to hold off any repairs at this time and put a closed sign on the door.

DISPOSAL OF TV IN GARAGE.

Contact owners and inquire if they are storing it.

WATER LEAK A GARAGE.

ASAP Plumbing to schedule with A12 to inspect.

TERMITE INSPECTION DATE.

Inspection will take place Friday, January 6, 2017. Notices need to be posted in each building and management to mail out notice to all residents onsite.

SECURITY CAMERAS.

Tabled.

STAIRWELL WINDOWS.

Board agreed to have someone come out and repair the windows so they are able to be opened and closed easily.

With no business to discuss in Executive Session, the board adjourned the meeting at 6:45 pm.

Next scheduled meeting is Tuesday, January 17, 2017 at 5:30 pm at the Pool house.

Signed Carty B Schroy Date 1/12/17