

# NORMANDY BY THE SEA

Minutes for Board Meeting  
Held on April 17, 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 issues with Apex service tech and a recommendation for a new laundry equipment service company. Lighting was also discussed.

## **APPROVAL OF MINUTES:**

**M/S/A**      **March 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:**

- Maintenance Calendar
- Pool area and flood lights to be scheduled for next week with Santana Electric
- Light fixtures in building lobbies to be reviewed
- Spigot behind B Building requires connection to water in order to be functional
- Roof hatch repair scheduled for April
- Quarterly dryer venting
- B34 porch light to be caulked

## **FINANCIAL REPORT:**

**M/S/A**      **March, 2018 unaudited financials**

- Regina reported \$19,760 in income and \$22,498.60 in operating expenses. Water expense is over budget.
- Morgan Stanley – Keep in cash the account that matures in May and continue to ladder remaining accounts.

## **OLD BUSINESS:**

### **WINDOW REPLACEMENT PROJECT UPDATE.**

Complete      A15, A25, A35 window replacement by Jon Wayne Construction (JWC) is complete. An inspection of the window cranks and owner concerns was conducted with Ralph of JWC

and Rosemary Estep, Board President. Retention of 10% of final invoice withheld pending final inspection to be schedule.

A12 WINDOW LEAK.

Pending Christian Brothers to schedule replacement of fascia. The tub leak was determined to be homeowner responsibility due to incorrect overflow installation.

B24 LEAK UPDATE.

Pending Knitter was onsite to conduct water test. Carter Schroy reported water intrusion was detected and informed by Knitter that the installation of the door/track in B34 should be inspected by the installer, Renewal by Andersen. Knitter to provide a written assessment of testing.

INSURANCE REVIEW.

Tabled Board approved renewal of the policy with no changes.

RESTATEMENT OF GOVERNING DOCUMENTS.

Pending JDR to send latest CC&R's revised draft by Tim Flanagan, HOA attorney to the board for review and schedule a meeting with the attorney to finalize the proposed changes. Changes to be made clear to owners when distributed for 30 day membership review by using highlighting, strikeouts or columns.

ROOF HATCH REPAIR.

Pending ProTec has received the materials needed and will schedule the repair this month.

LIGHTING:

Pending The pool lights, flood lights on clubhouse and various lighting issues are to be addressed by Santana Electric this month.

CPA AND RESERVE STUDY PROPOSALS.

Tabled Board to discuss in May.

FIREWATCH SPRINKLERS, STANDPIPE & CHUTE INSPECTIONS.

Pending Firewatch to conduct testing and inspections in April.

**NEW BUSINESS:**

A31 AWNING INSTALLATION.

Complete The awning installation is complete. Board discussed concern that the awning is left open at night and when windy. Owner and property manager to be informed awning needs to be closed when not in use or during windy, rainy weather.

A31 FLASHING.

Pending McDonnell Roofing submitted an assessment of the flashing of this unit and recommended repair. Christian Brothers to submit a quote for repair.

ANNUAL HYDROJETTING & SCOPE.

M/S/A Upon a motion duly made, seconded and carried the Board approved the quote by Drain Patrol in the amount of \$2,125.00 for jetting of the garage main lines. Quote to scope to be obtained and jetting to be scheduled for May.

WATER HEATER PIPE & VALVE REPLACEMENT.

M/S/A Board approved ASAP recommendation to replace corroded pipes and valve in the amount of \$1,550.00. JDR to confirm this amount is for replacement at both A & B building water heater rooms.

JANITORIAL.

Pending A proposal for janitorial service by Ecology Care was submitted to the Board for review. Another bid from Personal Touch Cleaning is to be submitted. Board instructed JDR to confirm service techs and days of service by current company, Associa, and to give Associa the opportunity to be included in bid process.

Next scheduled meeting is Tuesday, May 15, 2018 at 5:30 pm at the Pool House.

Rosemary Estep adjourned the meeting at 6:57 pm.

Signed                     Curtis Schroy                     Date                     5/15/18