

NORMANDY BY THE SEA

Minutes for Board Meeting
Held on May 15, 2018 at 5:30 pm
Location: Pool House
<http://normandybythesea.org/>

Board Members Present: Regina Balch (President), Carter Schroy (Secretary), Rosemary Calvi (Treasurer) and Linda Kewin (Vice President). JD Richardson (JDR) was represented by Sylvia Lopez.

Homeowners present: None

Regina Balch called the meeting to order at 5:32 pm.

MEMBERS' COMMENTS:

No members present for comment.

APPROVAL OF MINUTES:

M/S/A **April 17, 2018 & October 17, 2017 open session meeting minutes
Amendments of August 15, 2017 & September 19, 2017 open session meeting minutes**

LANDSCAPE REPORT:

Board member Carter Schroy, JDR representative Sylvia Lopez and Treebeard representative Alvaro Lopez conducted a landscape walk through. Treebeard to fertilize lawn. Irrigation system will be assessed.

MAINTENANCE REPORT:

- Maintenance Calendar
- Dryer vent cleaning to be scheduled
- Roof hatch to be checked again after springs installation
- June storage reminders

FINANCIAL REPORT:

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

- Rosemary Calvi reported \$19,812.00 in income and \$20,252.89 in operating expenses. Reserves balance is \$170,000 in CD's plus \$57,470.29 in money market.

OLD BUSINESS:

WINDOW REPLACEMENT PROJECT UPDATE.

Complete A15, A25, A35 window replacement by Jon Wayne Construction (JWC) was complete in April. Board agreed there are no outstanding issues with the project. Board approved release of final 10% retention to Jon Wayne Construction.

A12 WINDOW LEAK.

Complete Christian Brothers completed the fascia replacement.

B24 LEAK UPDATE.

Pending Christian Brothers inspected the porch light area and the sliding door track. No signs of leaking from light, stucco or wall. Recommended Andersen come out and inspect. Andersen wants to conduct their own testing. JDR to coordinate with Andersen.

A31 AWNING INSTALLATION.

M/S/A Board approved the awning installation at A31 as submitted.

A31 FLASHING.

Complete Christian Brothers met with property manager, assessed flashing and determined the leaking was coming from clogged weep screens. Christian Brothers cleared the screens.

ROOF HATCH REPAIR.

Pending ProTec installed new springs but hatch still difficult to open. Christian Brothers to inspect.

HYDROJETTING & POWER WASHING

Pending Hydrojetting and scoping garage lines scheduled by Drain Patrol on May 23rd & 24th. Stanley Steemer to power wash garages on May 24th & 25th.

WATER HEATER PIPE REPAIRS

Pending Repairs in both building scheduled by ASAP for May 16th.

JANITORIAL.

Pending Regina Balch spoke to Associa onsite janitorial crew and confirmed schedule to be two techs one day per week per contract. Associa contract supervisor to confirm schedule and contract price. Discrepancies found in bids from Ecology and Personal Touch. JDR to obtain revised bids that will provide adequate time/crew to match current duties and schedule.

RESERVE STUDY PROPOSALS.

M/S/A Board approved Sonnenberg contract for Level II reserve study in the amount of \$850.00.

RESTATEMENT OF GOVERNING DOCUMENTS.

Pending Board will hold a special meeting open to all members on May 18, 2018 at 5:30PM to review CC&R's.

NEW BUSINESS:

BOARD VACANCY.

Closed The Board will wait for the annual meeting elections to fill the vacant position.

WATER AUDIT.

Complete The Board reviewed the City of Del Mar water audit. Water rates are rising. Monthly water costs to be continually monitored.

BUILDING A LAUNDRY ROOM.

Pending Christian Brothers to provide quote for labor to install sink and replace faucet in Building A laundry room. Board reviewed sink and faucet cost estimates.

LAUNDRY SERVICE VENDOR – QUIKTECH.

Pending QuikTech will be out to assess the washers and dryers at both building. JDR requested vent cleaning to be done while onsite.

Next scheduled meeting is Tuesday, June 19, 2018 at 5:30 pm at the Pool House.

Regina Balch adjourned the meeting at 6:23 pm.

Signed Carten B Schroy Date 6/19/18