

NORMANDY BY THE SEA

Minutes for Board Meeting
Held on June 19, 2018 at 5:30 pm
Location: Pool House
<http://normandybythesea.org/>

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

Homeowners present: Unit B12 owners, Tom & Carole McDonald

Regina Balch called the meeting to order at 5:31 pm.

MEMBERS' COMMENTS:

Board discussed with the McDonalds the turf in the lightwell at B12. Board and McDonalds had previously agreed at May, 2017 meeting that the turf was allowed with the condition that the drain not be covered. However, since then the drain has been covered with a removable turf section. Regina Balch explained the potential for flooding and damage with the drain covered and that the original agreement condition was violated. The McDonalds brought in the piece of turf that covered the drain and gave to the Board. McDonalds also agreed to sign an agreement drafted by HOA attorney that the drain will not be covered and the HOA will not be held liable in the event of damage due to coverage of the drain. The signed agreement will be recorded along with escrow documents for disclosure to new owners.

APPROVAL OF MINUTES:

M/S/A **May 15, 2018 open session meeting minutes**

LANDSCAPE REPORT:

Landscape Committee Member Arjon D'Angelo, JDR representative Sylvia Lopez and Treebeard representative Alvaro Lopez conducted a landscape walk through. Board reported section of bushes under A building to be trimmed. Arjon available to discuss trimming with tree service company.

MAINTENANCE REPORT:

- Maintenance Calendar
- Washers and dryers to be checked. Dryer vent cleaning scheduled.
- Get schedule for elevator maintenance.
- Vertical lines from roof to garage need to be cleared out. Drain Patrol to submit quote. Residents will need to be home.

FINANCIAL REPORT:

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

- Treasurer Rosemary Calvi reported \$7,886.76 in operating. Reserves balance is \$170,000 in CD's plus \$64,053.32 in money market. Total reserves \$234,053.32.

OLD BUSINESS:

A12 FASCIA UPDATE & REIMBURSEMENT.

Closed Fascia completed. Owner reimbursed \$2,123.36 for final insurance claim balance.

B24 LEAK UPDATE & REIMBURSEMENT.

Pending Andersen schedule to inspect B34 sliding door on June 20, 2018 and schedule testing. Owner reimbursed \$985.00 for water test drywall repairs.

BUILDING A LAUNDRY ROOM SINK & FAUCET.

Pending ASAP to provide quote for installation.

ROOF HATCH REPAIR.

Pending Christian Brothers to inspect.

JANITORIAL.

Closed Associa will remain on contract for janitorial services.

RESTATEMENT OF GOVERNING DOCUMENTS.

Pending Board reviewed CC&R's at May 18 meeting and submitted revisions for HOA attorney to incorporate into draft. Board to review revised draft before next meeting.

NEW BUSINESS:

BUDGET PREPARATION.

Pending Budget and comparison reports provided to the Board. Additional budgeting and reserve study information to be available for next meeting to finalize 2018-19 budget.

EARTHQUAKE INSURANCE.

To be discussed with membership at annual meeting.

Next scheduled meeting is Tuesday, July 17, 2018 at 5:30 pm at the Pool House.

Regina Balch adjourned the meeting at 6:10 pm.

Signed Carly B Schrey Date 7/17/18