

NORMANDY BY THE SEA

Minutes for Board Meeting
Held on August 21, 2018 at 5:30 pm
Location: Pool House
<http://normandybythesea.org/>

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

Homeowners present: Ron Wichner and Holly Swanson.

Regina Balch called the meeting to order at 5:34 pm.

MEMBERS' COMMENTS:

Ron Wichner presented the board with his concerns regarding proposed changes to the Bylaws regarding qualifications of directors.

APPROVAL OF MINUTES:

M/S/A July 17, 2018 open session meeting minutes

LANDSCAPE REPORT:

Landscape Committee Members Carter Schroy, Arjon D'Angelo, JDR representative Sylvia Lopez and Treebeard representative Alvaro Lopez conducted a landscape walk through. No landscape concerns reported. Regina Balch stated extra trimming is needed in front of the A building. JDR to notify Treebeard.

MAINTENANCE REPORT:

- Maintenance Calendar
- Atlas Tree Trimming to be scheduled
- Springs replacement on southwest iron gate
- Stucco patches on B building
- B Building trash chute deflectors
- Remove motion sensor balcony lights
- Fire pit options

FINANCIAL REPORT:

M/S/A July, 2018 unaudited financials

- Treasurer Rosemary Calvi reported total operating balance of \$10,165.42. Balance in reserves is \$233,377.21. Total assets including other income \$244,212.63.
- Morgan Stanley \$80,000 CD to mature in September. Board agreed to apply \$40,000 to CD in September and \$40,000 to CD in March. CD of \$40,000 maturing in November to be applied to CD in September 2019.

OLD BUSINESS:

B24 LEAK UPDATE & REIMBURSEMENT.

Pending Andersen to schedule water test with B34 and B24.

ROOF HATCH REPAIR.

Pending Christian Brothers inspected and determined the door and struts are installed correctly. However, board wants hatch to be easier to open.

RESTATEMENT OF GOVERNING DOCUMENTS.

Pending Attorney to remove specific references in Section 4.16.1 regarding smoke.

ELECTION RULES & CODE OF CONDUCT.

Pending Attorney to confirm rules requirements and if there are any variances from CC&R's.

PLUMBING PROPOSALS-ROOF VENTS & GARAGE CAMERA SCOPE

Tabled Drain Patrol to provide clarification on two drains versus ASAP proposal for one drain type. Camera scoping quote will not be considered at this time.

ANNUAL DISCLOSURE & BUDGET FINAL DRAFT.

Annual disclosures to be distributed to membership by August 31. Draft budget reviewed again. Sylvia Lopez of JDR expressed concern regarding budget. Board discussed and reaffirmed assessment increase will be \$20.00 per unit per month to be allocated to reserve funding and operating expenses.

ANNUAL MEETING & ELECTIONS

Board reviewed ballot for upcoming elections and annual meeting on September 15th.

NEW BUSINESS:

B BUILDING GARAGE ROLL UP CURTAIN.

M/S/A Board ratified the August 6, 2018 emergency approval via email to authorize replacement by Doorworkx of the garage door roll up curtain at the B Building in the amount of \$9,768.66 to be paid from reserves. An Action Without Meeting Resolution was signed at the meeting by all four board members.

CHRISTIAN BROTHERS MAINTENANCE PROPOSALS.

Pending Sylvia Lopez met Christian Brothers onsite to discuss maintenance issues. Proposals to be submitted by Christian Brothers for: roof hatch, iron gate, motion sensor lights, stucco patches and trash chute deflectors.

ASAP HOSE BIB & PIPE REPAIR PROPOSALS.

M/S/A Board approved B Building hose bib and pipe repair from ASAP in the amount of \$784.00.

SIGNS.

Pending Board discussed signage in the garages. Wording, placement and sign size to be determined.

REQUEST FOR WAIVER – DOG OVER SIZE LIMIT.

M/S/A Board approved waiver request by B26 for dog over the size limit of 35 pounds. Dog must not make excessive noise, not be kept on balcony and owner to clean up after pet

and abide by all pet rules. B26 also requested guidelines on hardwood flooring and is to be notified to install soundproof padding.

ATTORNEY CONTRACTS.

M/S/A Board compared contracts from Berding & Weil and current firm Green Bryant & French (GBF) and approved continuing contract with GBF. Letter of appreciation to be sent to Tim Flanagan for his services while at GBF.

Next scheduled meeting is Tuesday, September 18, 2018 at 5:30PM at the Pool House.

Regina Balch adjourned the meeting at 6:56 p.m.

Signed Rosemary Collet Date 9/18/18

**ACTION WITHOUT A MEETING OF THE BOARD OF DIRECTORS
NORMANDY BY THE SEA ASSOCIATION**

We, the undersigned being all the current members of the Board of Directors of the Normandy by the Sea Association, do this by writing, consent to make the following resolution by unanimous consent without a meeting

RESOLVED: To approve the REPLACEMENT OF BUILDING B GARAGE DOOR ROLL UP CURTAIN & GUIDES IN THE AMOUNT OF \$9768.66 TO BE PAID FROM RESERVES

The Board directs that this Action without a meeting be announced at the next Meeting of the Board of Directors of the Normandy by the Sea Association and filed in the Minute Book of the Association with the Minutes of that Board meeting.

This consent is executed pursuant to Section 7211 (b) of the California Corporations Code, which authorizes the taking of action by the Board of Directors of a Corporation by unanimous written consent without a meeting.

Dated:

Normandy by the Sea Association
Board of Directors

Attachment to Normandy by the Sea s Association Board of Directors Resolution Dated: 8/21/2018

Signatures Below or Attached if Sent Via Email or other Electronic Means

<u>Regina Balch</u>	<u>Regina Balch</u>
Printed Name	Signature

<u>Linda Kewin</u>	<u>Linda Kewin</u>
Printed Name	Signature

<u>ROSEMARY CALVI</u>	<u>Rosemary Calvi</u>
Printed Name	Signature

<u>CARTER SCHROY</u>	<u>Carter Schroy</u>
Printed Name	Signature

_____	_____
Printed Name	Signature