

NORMANDY BY THE SEA

Minutes for Board Meeting
Held on September 18, 2018 at 5:30 pm
Location: Pool House
<http://normandybythesea.org/>

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

Homeowners present: Ron Wichner.

Regina Balch called the meeting to order at 5:36 pm.

MEMBERS' COMMENTS:

Ron Wichner reported on area maintenance.

APPROVAL OF MINUTES:

M/S/A August 21, 2018 open session meeting minutes

LANDSCAPE REPORT:

Landscape Committee Members Arjon D'Angelo, JDR representative Sylvia Lopez and Treebeard representative Alvaro Lopez conducted a landscape walk through. No landscape concerns reported.

MAINTENANCE REPORT:

- Maintenance Calendar – Carpet Cleaning tabled until next year
- Ron Wichner spoke with QuikTech regarding laundry machine repairs
- Per Ron Wichner, the springs on southwest iron gate do not need to be replaced. Pin to be installed in spring.
- Ron Wichner provided photos of stucco patches on west side of B building
- B Building trash chute deflectors to be installed
- Remove motion sensor balcony lights
- Proposals to shave edges and fill cracks on fire pit to be solicited

FINANCIAL REPORT:

M/S/A

August, 2018 unaudited financials

- Total operating balance of \$7,897.95. Balance in reserves is \$236,774.86. Total assets including other income \$246,544.81.
- Letter signed by Regina Balch sent to Union Bank requesting mailing address update for laundry income account.

OLD BUSINESS:

B24 LEAK UPDATE & REIMBURSEMENT.

Pending

Andersen conducted water test with B34 and B24. Leak found in track of sliding door in B34. Andersen to schedule repair.

ROOF HATCH REPAIR.

Pending Ron Wichner reported that repair still needed to allow easier opening of the hatch. At least two more struts to be added.

PLUMBING PROPOSALS – ROOF VENTS.

Tabled ASAP and Drain Patrol revised bids reviewed and will be reconsidered at a later date.

SIGNS.

Pending Signs for garages to include wording: HOA not responsible for lost or stolen items.

RESTATEMENT OF GOVERNING DOCUMENTS.

Pending Attorney Elizabeth French to finalize draft with latest changes and meet with Board in November.

ELECTION RULES & CODE OF CONDUCT.

Closed Election (Voting) Rules adopted in 2006 were presented and no changes were made.

ANNUAL MEETING RECAP.

Closed Annual meeting and elections successfully conducted.

NEW BUSINESS:

B BUILDING GARAGE CIRCUIT BOARD PROPOSAL.

M/S/A Board approved Doorworkx to install a new circuit board for the B Building garage door in the amount of \$922.36 to be paid from reserves.

CHRISTIAN BROTHERS MAINTENANCE PROPOSALS.

Pending Christian Brothers to submit proposals for B Building roof hatch, iron gate, and motion sensor lights, stucco patches and trash chute deflectors.

FIREWATCH TRASH CHUTE REPAIR PROPOSAL.

Pending Ron Wichner to inspect and report on trash chutes.

COLLECTION POLICY.

M/S/A Updated by Attorney Elizabeth French. Reviewed and adopted by Board.

CPA Audit Proposals.

M/S/A Sonnenberg audit/tax preparation for 2017-18 fiscal year reviewed and approved in amount of \$1,250.00. JDR to provide required documents to Sonnenberg.

LAUNDRY INCOME & RESERVE EXPENDITURES.

M/S/A Regular transfers from Union Bank account to be moved to Seacoast Operating Account as needed per approved budget.

Next scheduled meeting is Tuesday, October 16, 2018 at 5:30PM at the Pool House.

Regina Balch adjourned the meeting at 6:39 p.m.

Signed Rosemary Colvin Date 10/18/18