

# **NORMANDY BY THE SEA**

Minutes for Board Meeting  
Held on October 16, 2018 at 5:30 pm  
Location: Pool House  
<http://normandybythesea.org/>

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

**Homeowners present:** Ron Wichner.

**Regina Balch called the meeting to order at 5:30 pm.**

## **MEMBERS' COMMENTS:**

Ron Wichner reported B building telephone directory issues and presented fire panel conversion to a cellular system to upgrade system, reduce monthly telephone bill and fire monitoring costs. The elevator call button is not working. Screens missing in B building laundry room. Lockboxes to be removed from gate. Windows also discussed. The group welcomed Kathi Stevenson to the Board.

## **APPROVAL OF MINUTES:**

**M/S/A**            **September 18, 2018 open session meeting minutes**

## **LANDSCAPE REPORT:**

Landscape Committee Members Carter Schroy and Arjon D'Angelo, Board President Regina Balch, JDR representative Sylvia Lopez and Treebeard representative Alvaro Lopez conducted a landscape walk through. Additional plants will be installed in the parking lot planter and trimming by A building side gate.

## **MAINTENANCE REPORT:**

- Maintenance Calendar
- QuikTech to repair middle dryer
- Spring on southwest iron gate obsolete. Closing mechanism can be adjusted to close faster but will be louder. A rubber stop can be attached to reduce noise.
- 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**            **September, 2018 unaudited financials**

- Total operating balance of \$6,316.18. Balance in reserves is \$224,336.50. Total assets including other income \$239,411.08.
- Ron Wichner noted only 3 phone bills paid in September. Kathi Stevenson to review AT&T bills. Ron requested clarification of Assessment Income line of financials.
- Balance on laundry income account has been updated. Union Bank statements to be obtained. Check #3001 for \$6,200 was issued from the laundry account to be deposited to Seacoast operating. Board members to go to Union Bank to update signature card.

**OLD BUSINESS:**

**B24 LEAK UPDATE & REIMBURSEMENT.**

Pending Andersen caulked sliding door and returned to conduct water test in B34. No leaking occurred. Next heavy rain will determine if leak issue is resolved.

**ROOF HATCH REPAIR.**

Tabled This item will move to Maintenance Report until resolved.

**CHRISTIAN BROTHERS MAINTENANCE PROPOSALS.**

Tabled Stucco patch, gate repair, balcony motion sensor light and trash chute deflectors. These items will move to Maintenance Report until resolved.

M/S/A Proposals from Firewatch accepted for trash chute and lock repairs in the amount of \$1,176.29, fire panel upgrade for \$1,682.00 and monitoring for \$387.00 per quarter.

**SIGNS.**

Pending New signs to be ordered for driveway, old towing and neighborhood watch signs to be removed. Garage signs to be ordered. This item will be moved to Maintenance Report until resolved.

**RESTATEMENT OF GOVERNING DOCUMENTS.**

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

**NEW BUSINESS:**

**B12 ARCHITECTURAL REVIEW.**

M/S/A Board approved architectural submittal for interior improvements including, kitchen, bathroom and flooring. Owner to be notified of approval and remodeling rules.

**RENEWAL BY ANDERSEN BALANCE.**

Pending Board notified of balance remaining for B34 slider replacement. Board requested invoice and breakdown of payments for review at next meeting.

**RESERVE TRANSFERS 2017-18.**

M/S/A April 2018 reserve transfer not made due to large insurance payment. July 2018 reserve transfer not made due to operating expenses for repairs and maintenance. As discussed at 2018 Annual Meeting, expenses had to be covered for plumbing and general maintenance. In the 2018-19 budget, a portion of the assessment increase has been allocated to reserves.

**NOTICE TO SERVE ON BOARD.**

M/S/A A notice will be sent to all owners with the Board election results and to solicit interest to serve on the Board of Directors. JDR to mail out the notice to all members.

Next scheduled meeting is Tuesday, November 20, 2018 at 5:30PM at the Pool House.

Regina Balch adjourned the meeting at 6:47 p.m.

Signed Rosemary Calm Date 11/13/18