

NORMANDY BY THE SEA

Minutes for Open Session Board Meeting

Held on November 13, 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 provided updates that the fire alarm modem was relocated for better signal installation and the elevator call button is working.

APPROVAL OF MINUTES:

M/S/A October 16, 2018 open session meeting minutes

LANDSCAPE REPORT:

Treebeard's Alvaro Lopez was on vacation. No landscape walk through was conducted.

MAINTENANCE REPORT:

- Maintenance Calendar Update
- QuikTech to repair A building 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.
- Roof hatch repair
- B Building trash chute deflectors to be installed
- Remove motion sensor balcony lights
- Stucco patches
- Proposals to shave edges and fill cracks on fire pit to be solicited
- Signs at driveway – remove old signs and install new tow sign
- Screens in A & B buildings common area windows replaced
- Fire Panel install – verify proper monitoring in December and cancel AT&T lines

FINANCIAL REPORT:

M/S/A October, 2018 unaudited financials

- Total operating balance of \$13,466.82. Balance in reserves is \$228,754.45. Total assets including other income \$250,363.27.
- Treasurer Kathi Stevenson and Finance Committee Member, Ron Wichner, reviewed the financials. Delinquent accounts to be monitored monthly.
- Board members to go to Union Bank to sign signature card for laundry account.

OLD BUSINESS:

B24 LEAK UPDATE & REIMBURSEMENT.

Pending Next heavy rain will determine if leak issue is resolved.

RENEWAL BY ANDERSEN BALANCE.

M/S/A Board approved payment of remaining balance of \$2,940.00 for B34 slider replacement.

RESTATEMENT OF GOVERNING DOCUMENTS.

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

NEW BUSINESS:

B15 ARCHITECTURAL REVIEW.

M/S/A Board approved architectural submittal for interior improvements including, kitchen and flooring. Owner to be notified of approval and remodeling rules and reminded that support beams cannot be removed or altered.

B26 TENT REQUEST.

M/S/D Board denied the request to allow a tent to be set up in the common area overnight. Rules prohibit unauthorized recreational use of the common area

B BUILDING ELEVATOR CALL BUTTON.

Completed The elevator call button is now working. Calls are being routed to Guardian. JDR to obtain quote for maintenance contract from Guardian.

A BUILDING CRACKED PIPE REPLACEMENT.

M/S/A Board approved ASAP estimate of \$7,850.00 to be paid from reserves plus additional cost pending estimate from ASAP for replacement of horizontal piping that is bowing. Drywall repair bids are being obtained.

AB2912 REQUIREMENTS & INSURANCE.

Reviewed Board was provided confirmation from insurance agent that the association is already adequately covered for the new law requiring additional cyber and fraud coverage.

LAUNDRY MACHINES INCREASE.

M/S/A Board approved increase of laundry machines to \$1.25 once all machines are confirmed in proper working order.

CPA 2018 AUDIT REVIEW & TAXES.

M/S/A Board approved the audit and taxes prepared by CPA Sonnenberg & Co. Finance Committee Member Ron Wichner reviewed the audit and reported that the reserves are owed due to transfers not made in 2018. Board agreed to reimburse reserves from operating.

EXECUTIVE SESSION MEETING – NOVEMBER 13, 2018

Tabled To be discussed at December meeting.

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

Regina Balch adjourned the meeting at 6:23 p.m.

Signed Rosemary Colvin Date 12/17/2018