

# **NORMANDY BY THE SEA**

Minutes for Open Session Board Meeting

Held on December 18, 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 5:35 p.m.**

## **MEMBERS' COMMENTS:**

Discussion included general maintenance, audit, remodeling, laundry machines and building side doors. Thank you to Ron Wichner for addressing lights and front door issues.

## **APPROVAL OF MINUTES:**

**M/S/A November 13, 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. Fallen palm tree fronds and grass under Building A bushes to be removed. Additional geraniums to be installed in the parking lot planter. Treebeard Landscape confirmed green waste materials are removed from the property and properly disposed of at the Miramar Landfill in accordance with the AB1826, City of Del Mar green waste recycling requirement. JDR submitted notice of compliance to the City of Del Mar.

## **MAINTENANCE REPORT:**

- Maintenance Calendar Update – add landscape schedule to calendar: 4 hours on Tuesdays, 8 hours on Thursdays.
- Inconsistent heat from middle dryer in the A building. Dryer vents cleared.
- 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

## **FINANCIAL REPORT:**

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

**M/S/A Board approved deposit of \$6,200 from laundry account to general operating account.**

- Total operating balances of \$14,680.05. Balance in reserves is \$221,181.18. Total assets including other income \$242,795.23.
- Treasurer Kathi Stevenson and Finance Committee Member, Ron Wichner, reviewed the financials. Delinquent accounts to be monitored monthly.

- JDR to confirm services paid for landscape contract for months of October – December.
- Notify any members not paying increased assessment amount.
- JDR to confirm prepaid balances
- Kathi Stevenson to review AT&T bills and to be provided service phone numbers.

**OLD BUSINESS:**

**B24 LEAK UPDATE & REIMBURSEMENT.**

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

**RESTATEMENT OF GOVERNING DOCUMENTS.**

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

**A BUILDING CRACKED PIPE REPLACEMENT.**

Pending          Vendors to revise for review drywall and ceiling repair proposals to include spraying paint over approximately 300 sq ft of ceiling. Board agreed to review via email.

**LAUNDRY MACHINES INCREASE.**

Pending          Board members will test A building dryer is in proper working order.

**NEW BUSINESS:**

**CONTRACT SERVICES.**

Board reviewed the following contract services: Associa janitorial increase per contract. JDR to negotiate annual automatic 2.9% increase. Mann v Pest services and proposal for buildings treatment reviewed. Laundry service discussed.

**MAINTENANCE SCHEDULE.**

Pending          Board reviewed list of maintenance items.

**GUARDIAN ELEVATOR PROPOSAL.**

**M/S/D**          The Board reviewed and denied the proposal submitted by Guardian Elevator for contract quarterly maintenance of each building for \$815.00 per quarter. Specialized Elevator to log in on clipboard during each onsite maintenance. Specialized is currently emailing log.

**EXECUTIVE SESSION MEETING – DECEMBER 18, 2018**

Tabled          To be discussed at January, 2019 meeting.

Next scheduled meeting is Tuesday, January 15, 2019 at 5:30PM at the Pool House.

Regina Balch adjourned the meeting at 6:50 p.m.

Signed *Rosemary Colver* Date *1/15/19*