

NORMANDY BY THE SEA COMMUNITY ASSOCIATION  
**BOARD OF DIRECTORS**  
**MEETING MINUTES**  
**October 28, 2002**

**BOARD MEMBERS PRESENT:**

Ron Wichner President, Charlotte Gumbrell Treasurer, Stephanie Akerstrom Secretary and Steve Balch Vice-President

Arjon D'Angelo, Director, was not present.

**ALSO PRESENT:**

Perla Wichner B32, Mary Morgan A36, Nadine Eisen B24, Maurice & Ree Miller B30, Lenny Kanarvogel, S.H.E. Manages Properties and Guest Speaker Greg Augustine, Harbor Pest Control.

**CALL TO ORDER:**

The meeting was called to order at 5:30 P.M.

**TERMITE ERADICATION PRESENTATION BY HARBOR PEST CONTROL:** Greg Augustine, Harbor Pest Control, discussed two relevant options for treating termites at NBS: Tenting and Fumigation, the primary recommendation, and Spot Treatment.

Tenting, although more costly in the short term, would eliminate drywood termites from the buildings. It requires the evacuation and relocation of all residents until the 3<sup>rd</sup> day after 12:00 noon. All living organisms, pets and plants must be removed for this period. Food and medicines can be left in special plastic bags during the fumigation.

A general meeting of the residents would be held to answer questions and to hand out the special bags. Every unit owner/tenant would be required to provide a key to the termite company prior to the fumigation; this a State requirement, which mandates that the termite company inspect all units prior to tenting. Re-location expenses would be the responsibility of the occupant.

Harbor is bonded for this procedure.

The Spot Treatment program would consist of an initial inspection and spot treating termites only when and where their presence is noted, as the Association has been doing for the past 10 years or so. Although this method is less costly at first and creates no significant inconvenience to the resident, this process does not eliminate the termites from inaccessible or unseen areas. Therefore, termite damage continues in the wood structure and eventually will result in major damage to the buildings.

The Board is in the process of reviewing options and companies.

**MINUTES:** The Board Meeting minutes of September 22, 2002 were approved. The Annual minutes were reviewed and will be submitted for approval at the next Annual meeting.

**FINANCIAL REPORT:** The Board approved the September 30, 2002 financials as presented. The financial report reflected \$4,453.77 in the operating account. This figure includes a <\$2,757.00> amount due the reserves because increased insurance premiums were paid from the operating account and are required to be repaid. The reserve account contains \$227,372.18. The Board's Merrill Lynch advisor recommended reinvesting a CD in the Reserves that matures in December into a 2-year CD. The Board tabled a decision until the next meeting.

**NEW BUSINESS:**

**Elevator** - ThyssenKrupp Elevator sent the Board a safety notice and a bid regarding our pre-1973 hydraulic elevators. The letter pointed out that our elevator cylinders were at risk of corrosion and failure. The Board referred the matter to the Maintenance Committee for review and requested management to get information and bids from other elevator companies.

**New Washers** - Dependable Plumbing submitted a bid to install plumbing for a new washer in each laundry room. The Board decided to forgo getting new front-loading washers at this time because of the total installed cost and the likelihood of higher maintenance costs when powdered detergents are used in these washers.

## **BOARD OF DIRECTORS - MEETING MINUTES – October 28, 2002 - Continued**

**Power-washing the chutes and trash room** - The Board approved power-washing the trash room chutes and floors, provided it did not go over the \$235.00 bid.

**Reserve Study Review** - The Finance Committee reviewed the reserve study provided by Sonnenberg & Company and compared it to the previous study done by Trower & Associates. In the committee's opinion, the Sonnenberg Study was much more thorough in detail and scope. There remain, however, several uncertain issues. Dick Mackaig, who co-chairs the committee, and is well-versed in reserve studies, and Ron will meet with the Sonnenberg analyst to finalize the report. Preliminary indications are that without some remedy, the Association's Reserves will be depleted in 2006-7. Further review and discussions will take place within the Finance Committee and by the Board.

**Postal Box location** - The Post Office recently began enforcing a requirement that properties have a spare common area key available for emergencies, placed in a Postal lockbox on the property, instead of being carried by the mail person as has been the practice. Ron Wichner contacted the local post office and it was agreed that our mail carrier would be temporarily allowed to carry NBS's key on his person. Therefore, discussion of the lock box location was tabled.

**Security Lock on the Southeast Gate** - Discussions took place on a security lock for the southeast gate to prevent casual or purposeful intrusion to NBS. After reviewing the cost and effectiveness of several options (new signs, sensor lights, a new locking handle or leaving the gate as-is) and considering the current financial situation of the Association, the Board voted to do nothing at this time.

**Christmas and Holiday Decorations** - With the approaching holidays, the Board reviewed the HOA's policy on Holiday Decorations. The Board voted to give residents the opportunity to hang certain seasonal decorations on balconies from Thanksgiving to January 7<sup>th</sup> of each year, without written Board approval. The policy was adopted by a vote of the Board as a new Rule and Regulation of Normandy by the Sea Community Association, effective October 28, 2002, and will be posted in the lobbies and laundry rooms. A copy of the policy will be sent to all owners and tenants to update their Rules & Regulations booklet. The Board suggests that owners ensure their tenants always have an up-to-date version of the Rules & Regulations and have their tenants acknowledge receipt of any updates. As a reminder, actions of tenants and their guests are the responsibility of the unit owner.

**Update On The Balcony Project** – Ron Wichner reported that Alcorn and his engineer would inspect other balconies prior to developing the full set of specifications for bid.

**COMMITTEE UPDATES AND FORMATION ANNOUNCEMENT:** At the Annual meeting, several committees were formed to assist the Board in administering the Association affairs. Five committees were formed to accomplish these tasks. A list of the committee members will be posted in the Laundry rooms for the membership's reference.

**Landscape/View Committee Report** - Mary Morgan, Chair of the Committee reported that the Tree Trimming project has now been completed according to the contract and the committee's directions. Mary was somewhat disappointed during the process because residents were giving the tree trimmers conflicting directions, which resulted in actions that were not approved by the Committee. In the future, as a clear part of the contractual agreement, the vendor will be given specific written instructions and any deviations from the work specifically authorized will incur a penalty. The company owner/supervisor will be given strict instructions to have their workers disregard any comments or requests from the residents and act only on the approved contracted work to be done.

### **ADJOURNMENT:**

There being no further business, the meeting was adjourned to executive session at 7:58 PM, where the Board discussed and voted to terminate the management contract with S.H.E. Manages Properties and hire N.N. Jaeschke in its place, effective 1/1/2003.

APPROVED: /s/ Stephanie Akerstrom  
Secretary

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10/28/2002

To: All residents and owners

From: The Board of Directors of Normandy By The Sea Community Association

**Re: Policy Regarding Holiday Decorations**

At the October 28, 2002 Board Meeting, the Directors approved the following policy regarding Christmas trees and other seasonal decorations. This policy is now part of the Rules and Regulations of Normandy By The Sea Community Association:

**For the period Thanksgiving to January 7<sup>th</sup> (inclusive) of each year, holiday decorations such as Christmas or other seasonal lights and decorations made of wood or plant materials may be attached to the balconies without written Board approval – provided such decorations are usual and customary for the season and are in keeping with the spirit of a good neighbor policy. No paper or bright plastic decorations may be displayed without prior written approval of the Board.**

**All such decorations must be removed promptly after January 7<sup>th</sup>.**

Please replace page 9 of the Rules and Regulations in your possession with the enclosed update.

Residents are reminded not to drag Christmas trees on the common area carpets. If the carpet is damaged, the cost to repair is the responsibility of that resident.

As a courtesy, please remove any tree debris from the hallways and elevator as soon as possible.

Each year residents will be notified of special pickup instructions for Christmas trees.

**IMPORTANT SAFETY MESSAGE:**

**Do not place lit candles near drapes or other flammable materials and never leave lit candles unattended.**

# **NORMANDY BY THE SEA COMMUNITY ASSOCIATION**

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## **NOTICE OF MEETING BOARD OF DIRECTORS NOVEMBER 25, 2002**

A BOARD OF DIRECTORS MEETING OF THE NORMANDY BY THE SEA COMMUNITY ASSOCIATION WILL BE HELD ON MONDAY, NOVEMBER 25, 2002 AT 5:30 P.M. IN THE RECREATION ROOM.

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### **A G E N D A**

5:30 CALL TO ORDER

RON WICHNER

HOME OWNER INPUT –

REVIEW THE DRAFT MINUTES OF THE OCTOBER 28, 2002 MONTHLY BOARD MEETING.

FINANCIAL REPORT: REVIEW THE OCTOBER 31, 2002 FINANCIAL REPORT

COMMITTEE UPDATES / RECOMMENDATIONS

- A) CC&RS/BY-LAWS/INSURANCE
- B) FINANCE
- C) LANDSCAPE/VIEW
- D) ARCHITECTURAL REVIEW
- E) MAINTENANCE

NEW BUSINESS

- A) BID PROPOSALS
- B) ELEVATOR CYLINDER REPLACEMENT
- C) WELCOMING COMMITTEE
- D) REGISTRATION PROCESS FOR RESIDENTS

OLD BUSINESS

- A) CD RENEWAL
- B) RESERVE STUDY
- C) BALCONY PROJECT
- D) TERMITE TENTING

ADJOURNMENT – DECEMBER REGULAR MONTHLY BOARD MEETING: TBA