

# NORMANDY BY THE SEA COMMUNITY ASSOCIATION

## **BOARD OF DIRECTORS MEETING MINUTES November 25, 2002**

### **BOARD MEMBERS PRESENT:**

Ron Wichner - President, Charlotte Gumbrell - Treasurer, Stephanie Akerstrom - Secretary, Arjon D'Angelo - Director and Steve Balch - Vice-President.

### **ALSO PRESENT:**

Perla Wichner B32, Maurice & Ree Miller B30, Deborah Marsh A21 and Lenny Kanarvogel, S.H.E. Manages Properties.

### **CALL TO ORDER:**

The meeting was called to order at 5:35 P.M.

**MINUTES:** The Board Meeting minutes of October 28, 2002 were approved.

**FINANCIAL REPORT:** The Board reviewed the October 31, 2002 financials and asked management for clarification. The financial report reflected \$1,316.77 in the operating account. This figure includes a <\$2,757.00> amount owed the reserves from last fiscal year. The adjusted balances of the Reserve accounts total \$226,409.72.

### **COMMITTEE UPDATES/RECOMMENDATIONS**

**CC&R Committee** - The committee met on Saturday, November 23, 2002. They reviewed the governing documents and concluded that there was much work to be done in order to present an amendment to the membership for a vote. The committee will be seeking the help and guidance of the HOA's attorney to help formulate the announcement and separate the main issues from minor changes the membership will be voting on.

**Finance Committee** - A review of the Merrill Lynch recommendation letter for reinvesting a Reserve CD that matured in December 2002 was deferred until a later date. The Board discussed not rolling over the funds, but to place the \$25,000 into the regular Merrill Lynch Savings Account for the near term. Dick Mackaig would be asked to recommend a financial institution that might generate more interest income to the HOA Reserves than Rancho Santa Fe Bank. The new Sonnenberg Reserve Study was reviewed by the finance committee and recommended its acceptance. Steve Balch stated that he did not agree with the Reserve Study or the financial picture that was presented to the Board in Ron Wichner's letter from the President to the membership. Arjon D'Angelo and Charlotte Gumbrell also disagreed with the language in Ron's letter. Ron agreed to change the wording in the letter and will email a copy to S.H.E. Ron suggested that those Board members needing clarification of the finance committee's conclusions and remarks attend the December 7 meeting of the Finance Committee for a comprehensive review of the budget and Reserve Study.

**Landscape Committee** – The tree trimming project and subsequent issues have been resolved. In the future, responsibility for directing the efforts of the tree trimming company will be entrusted to the Chair of the Landscaping committee or a designated tree trimming committee member. A formal proposal from the tree trimming company will detail the scope of the tree-trimming project, which would then be submitted to the Board for approval. Once the Board approves the scope of work, no changes can be made without the Board's approval. In discussing the Landscaping committee positions, the Board voted to allow only one member per household to serve on any single committee. If the member who volunteered could not full fill his or her responsibility, no other member of that household could substitute for the original volunteer. The Landscaping committee reported that the ivy growing along the brick walls around the property should be removed, as it encourages ant infestation. The landscaper will be asked to accomplish this task. A black fungus was observed on the hedges along the driveway that is destroying the hedge. This hedge hides the separation fence between the properties to the North of NBS. This problem should be brought to the attention of the Landscapers for corrective action. Steve

## **BOARD OF DIRECTORS - MEETING MINUTES - November 25, 2002 – Continued**

Balch requested that he receive a copy of the Landscaping Contract for review and follow-up.

**Architectural Committee** - The Architectural committee postponed their meeting last month. The subject of satellites was subsequently discussed and a recommendation was made to seek proposals from different dish suppliers with the objective of installing a Master Satellite Dish on each building to be used by the entire membership. The committee was investigating several options offered by these companies that would provide the membership with a broad base and variety of viewable service. The satellite connection and subscription would be available to each resident. When the bids are received, a presentation will be made to the Board.

**Maintenance Committee** - The results of the roof inspection revealed a few maintenance issues. The conclusion was that with proper maintenance the roof would last for at least 4-5 more years. The committee reported that the shingle siding had recently been inspected and the conclusion was that the West/South sides were in bad shape and some shingles should be replaced in the next several months. The committee is investigating a protective finish that could be applied on the shingles to delay their deterioration. Two bids for this process, which includes replacement of damaged and missing shingles, were between \$24-\$26,000. The Board asked the committee to investigate full replacement cost vs. this type of treatment. The Committee was also asked to prioritize maintenance issues as they relate to urgency and cost.

### **NEW BUSINESS -**

**Bids - Elevator Cylinder** - The proposal from Thyssen Elevator to replace both elevator cylinders was tabled. Proposals to replace the cylinders were obtained from two other vendors. These vendors, as well as Thyssen in a follow-up call, indicated that there was no indication that the cylinders were in fact bad, and did not consider it to be an emergency issue. Based on this feedback, the Board decided to keep a watchful eye on the cylinder through regular contracted monthly elevator maintenance inspections and not proceed with the replacement at this time. An update will be placed on the agenda for next month.

**Drain Patrol** - A proposal from Drain Patrol to do an annual drain cleanout was again presented to the Board and was tabled until the next meeting.

**Welcoming Committee/Registration Process**- Due to the length of the meeting, this agenda item was tabled until the next Board meeting.

### **OLD BUSINESS –**

**Balcony Project** - The Architect and Engineer will not issue any formal document concerning the balconies without liability insurance coverage protecting them against possible lawsuits resulting from their advice. According to Jim Agostini, the HOA's insurance advisor, Jim would advise the HOA not to seek supplemental insurance coverage for this purpose. However, a contractor reportedly is willing to give the Association a firm bid without formal documents. The Board will continue to pursue this and other options.

**Termite tenting –** The Board requested that S.H.E. provide an updated quote from Antimite Termite Company for the next meeting. Currently, Harbor Pest Control had made a presentation to the Board and provided them with an updated proposal that will expire 12/31/2003.

### **ADJOURNMENT:**

There being no further business, the meeting was adjourned at 7:37 P.M.

APPROVED: \_\_\_\_\_  
                  /s/ Stephanie Akerstrom  
                  Secretary