

**NORMANDY BY THE SEA HOMEOWNERS ASSOCIATION**  
**MINUTES OF THE MEETING OF THE**  
**BOARD OF DIRECTORS**  
*May 14, 2003*

*A meeting of the Board of Directors of Normandy by the Sea Homeowners Association was called to order by Dr. Steven Balch at 6:10 p.m. on Monday, May 14, 2003 in the clubhouse at 424 Stratford Court in Del Mar, California.*

*A quorum was established as the following directors were in attendance:*

*Directors present:*        *Steven Balch, M.D.*  
                                  *Peter Calvi*  
                                  *Kathleen Stephan*  
                                  *Arjon D'Angelo*  
                                  *Charlotte Gumbrell*

*Directors absent:*        *none*

*Also present:*            *Pamela Hutton, N. N. Jaeschke, Inc.*  
                                  *Interested homeowner:*  
  *Perla Wichner*  
                                  *Interested resident:*  
  *Michael McCafferty*

**HOMEOWNER FORUM**

*An interested resident requested information on how to apply for architectural approval to install one or more solartubes in the unit he is purchasing.*

**MINUTES**

*After review and discussion and upon a motion made, seconded and carried, the minutes of the Regular Board Meeting of April 14, 2003, were approved.*

**FINANCIAL**

*The Treasurer reviewed the financial reports with the Board for the period ended April 30, 2003. Upon a motion made, seconded and carried, the reports were accepted for placement on file for audit.*

*The Board reviewed the request from NNJ Accounting to move funds from the reserves to the operating account to cover checks already written as well as the second check run of May. Upon a motion made, seconded, and carried, the Board approved transferring \$7,000 from the reserves to the operating account.*

*The Board reviewed the Delinquency Report. Management is to write a letter to Member 024 requesting a written statement regarding her dispute of the outstanding assessment of \$215.50. The Board will review the statement, if provided, and take necessary action. Management is to ensure that Accounting has mailed a demand for payment to the off-site address of Member 012.*

## **MANAGEMENT REPORT**

*Management submitted a written report, a copy of which is on file.*

### **COMMITTEES**

***Landscape Committee** The last of the ivy to be removed prior to termite tenting should be removed this week by the landscape contractor, as previously approved. The Committee will monitor the come-back of plant materials after the termite fumigation.*

***Maintenance Committee** The Committee reviewed the scope of the work that Angeles Cleaning performs for the Association and recommended to the Board that the contract be increased by \$50 per month to include weekly cleaning of the restroom at the clubhouse. Upon a motion made, seconded, and carried, the Board approved the increase. The Committee will negotiate this change with the vendor. When an agreement is reached, the contract will be updated.*

***Architectural Committee** The Committee will review the application for installation of one or more solartubes when received from a homeowner.*

***CC & R Committee** Dr. Balch reported that he is attempting to coordinate a Committee meeting prior to the next Regular Board Meeting in order to discuss proposed revisions to the CC & R's.*

### **OTHER BUSINESS**

***Merrill Lynch** The Board reviewed the recommendation from David Lynn of Merrill Lynch. The Board requested more information about the interest rates available. Management will contact David Lynn and ask him to provide the requested information to the Board.*

***Proposal from Sonnenberg & Company** The Board reviewed the unsolicited proposal for auditing the records for the Association's fiscal year end and preparing tax returns. Management will request one or two more bids for the Board's review.*

***Drain Patrol Bid** The Board reviewed the proposal from Drain Patrol to perform the annual maintenance services for the two buildings for \$2,380. Upon a motion made, seconded, and carried, the Board approved the proposal. The work is to be done as soon as possible after the termite fumigation, but not on a Monday or a Wednesday.*

#### **Termite Fumigation**

- 1) As noted by the Landscape Committee, the landscaping has been suitably prepared.*
- 2) Arjon D'Angelo reported that all of the sign-off statements have been received from the owners/residents of Building A, and Mike Marrera of Harbor Pest Control is now in contact with the last unit in Building B, unit B10.*
- 3) Arjon D'Angelo and Kathleen Stephan worked out a plan to make sure that keys to all the common areas are available.*

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- 4) *Dr. Balch contacted SDG&E regarding turning off natural gas service and turning it back on.*

***Backflow Prevention Device** The Board reviewed the request from the City of Del Mar to have the annual inspection performed on the backflow prevention device using a Backflow Device Tester certified by the City of Del Mar. Upon a motion made, seconded, and carried, the Board approved using Ahlee Backflow or Dependable Plumbing to do the work, not to exceed \$100.*

***Area Repairs** The Board reviewed Work Order NORM-00087. NNJ Building Services reported that they cannot provide bids on small jobs, but that items 1, 3, 4, and 5 could be done at \$38 per hour with two-hour minimum per job, and a four-hour estimated total to complete all of these items. An additional drywall item was brought to Management's attention by telephone on 5/14/03 stemming from an HOA plumbing repair done in February 2003. The owner of A16 reported that a hole remains in the ceiling of the smaller bathroom, approximately three by four feet, which was used by the plumbing company to access plumbing between her unit and the unit above. Upon a motion made, seconded, and carried, the Board approved having NNJ Building Services make these repairs for a cost not to exceed \$300. The areas in units A21 and A11 with leaking flashings and possible dry rot will be inspected by Director Peter Calvi, who will advise the Board of his findings and recommendations.*

***Retrofitting of Balcony Slat Bids** Bids have been received from Epoch Construction and CRS Construction. A preliminary estimate was received from NNJ Building Services. Management will obtain clarification on the bids so that the bids will be comparable in the scope of work.*

***Extra Charge from Angeles Cleaning Service** The Board reviewed the extra charge in the amount of \$75 to scrub the bathroom at the clubhouse and bring it back up to Association standards. Upon a motion made, seconded, and carried, the Board approved this one-time extra charge.*

***Elevator in Building B** The Board reviewed the documentation regarding certification of the elevator and is satisfied that the elevator is in compliance.*

***Late Penalty for Water and Sewer Billing** The Board appreciated that Management was able to get the late fee waived.*

***Registration Form and Letter to Homeowners** Management reminded the Board that the Association is a non-profit organization, and as such, can charge only for costs incurred. If there are no costs, nothing can be charged. The time and efforts of the Directors are given voluntarily. In addition, there can be no different treatment of owners who rent their units versus those who do not. The letter and form are being revised to reflect these points. The Board concurred. When the CC & R's Committee reviews proposed changes, an incentive will be recommended to get owners to register themselves and their tenants so that proper access is available through the front directory, and emergency phone numbers are available to the association.*

***J & S Asphalt Bid** The Board requested that Management obtain two other bids on this work.*

*Cement Grinding Management advised the Board that three bids have been solicited for cement grinding of raised areas along the south pathway, as requested by the Board President. These will be submitted to the Board for review.*

*Wrought Iron Refurbishment Bids Management advised the Board that three bids have been solicited for repairs to the fence and gate, as requested by the Board President, and will be provided for review.*

*Proposed Special Assessment The Board President reviewed with the Board the increase in the cost of insurance from \$35,273 to \$46,520.58 for one year, an increase of \$11,247.58 despite the Association having filed no claims during the year. This increase amounts to \$295.99 per unit, or \$24.67 per month for one year. Dr. Balch stated that the Association borrowed \$225 per unit from the Reserves last year. In addition, Dr. Balch stated that a majority of the membership responded that they would like to have earthquake insurance at \$160 per unit. Dr. Balch requested that Management obtain a legal opinion from counsel on placing before the membership the option to have a special assessment for \$685, which would cover these items, or \$1,000, which would cover these items and pay more toward funding the Reserves.*

#### **NEXT WALKTHROUGH**

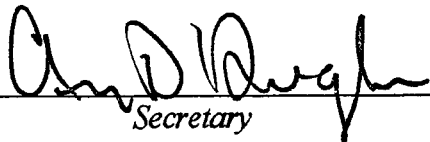
*The next Walk Through is scheduled for Thursday, June 5, 2003, at 9:00 a.m.*

#### **NEXT BOARD MEETING**

*The next Regular Board Meeting will be held on Wednesday, June 18, 2003 at 6:00 p.m. at the clubhouse at 424 Stratford Court, Del Mar, California.*

#### **ADJOURNMENT**

*There being no further business to come before the Board, the meeting was adjourned at 9:02 p.m.*

Approved:  Secretary Date: 7/14/03