

*Normandy by the Sea Community Association
Minutes of the Meeting
of the
Board of Directors
June 18, 2003*

A meeting of the Board of Directors of Normandy by the Sea Community Association was called to order by Dr. Steven Balch at 6:05 p.m. on Monday, June 18, 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.
Patrick Moore, Vice President of Building Services, N.N. Jaeschke, Inc.
Interested Homeowners:
Michael Kewin
Michael McCafferty
Annika Risher
Perla Wichner*

HOMEOWNER FORUM

There was discussion of Drain Patrol's efforts to clear drain lines subsequent to the preventive maintenance work recently completed by them, of a homeowner's wish to replace a window awning, and of usage of deeded parking spaces.

MINUTES

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

FINANCIAL

Management reviewed the financial reports with the Board for the period ended May 31, 2003. Upon a motion made, seconded and carried unanimously, the reports were accepted for placement on file for audit.

The Board reviewed the Delinquency Report and the correspondence regarding the delinquent assessment for Member #024. Upon a motion made, seconded, and carried unanimously, the Board approved the member's request to have the assessment for \$215.50 reversed.

COMMITTEES

Landscape Committee:

The committee reported that inspection subsequent to the termite fumigation revealed minor damage to the irrigation system which has already been repaired by the landscape contractor.

Also, some of the ivy ground cover has been replaced near the "A" Building. The committee will continue to monitor the come-back of plant materials around both buildings. The committee replaced a hose used for hand watering the common areas. The committee asked Management to add the review of the landscaper's contract to the Agenda for the next Regular Board Meeting.

Maintenance Committee:

A committee member will contact Angeles Cleaning to negotiate an increase to the janitorial contract of \$50 per month to include weekly cleaning of the restroom at the clubhouse, as approved by the Board at the meeting of May 14, 2003.

The committee reported that eight common area light fixtures need to be replaced due to severe corrosion. The committee will forward a forthcoming proposal to the Board for review. Also, the common area windows need cleaning. The committee will ask their preferred vendor to contact Management with a proposal to do the cleaning, which is to be done after the concrete grinding work has been completed.

Various light bulbs were replaced during the month in the garages and on both buildings.

Architectural Committee:

The committee will review the application for installation of a replacement window awning received from a homeowner at the beginning of the meeting.

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.

MANAGEMENT REPORT

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

OTHER BUSINESS

Merrill Lynch: *The Board reviewed again the recommendation from David Lynn of Merrill Lynch dated April 28, 2003. Upon a motion made, seconded, and carried unanimously, the Board ratified the decision of the President to approve the recommendations.*

Exclusion of Board Members from Workers Compensation Insurance: *Upon a motion made, seconded, and carried unanimously, the Board approved the resolution to exclude Board members and volunteers from the CID Workers' Compensation policy. A Director suggested that the Board Members sign a hold harmless agreement. After discussion, the decision was tabled until the next Regular Board Meeting.*

Request to Close Old Checking Accounts and Transfer Funds: *The Board reviewed the request and directed Management to get more information. A decision was tabled until the next Regular Board Meeting.*

Presentation, Questions and Answers, with Patrick Moore, Vice President of Building Services, N.N. Jaeschke, Inc.: Pat Moore provide the Board with information regarding the cement grinding, wrought iron fence repair/replacement, and balcony slat retrofitting projects currently under consideration by the Board.

Request to Have Flashings and Roof Inspected: The Board directed Management to have the roof and the flashings at Member #008's unit inspected for possible leaks.

Request for Payment of Anderson Plumbing Invoice: The Board tabled discussion until the next Regular Board Meeting.

Simplex Grinnell Request for Payment of Invoice #087-15318: The Board directed Management to determine from Simplex Grinnell exactly what work was done, and whether this work was related to the faulty initial installation. The Board tabled a decision until the next Regular Board Meeting.

Proposal for Replacement of Eye Leveling Devices from San Diego Elevator: The Board reviewed the proposal. The proposal was tabled for discussion at the next Regular Board Meeting.

Registration Form and Letter to Homeowners: The Board approved the form and letter. One typographical error will be corrected.

Cement Grinding: The Board reviewed the bids from NNJ and from Epoch Construction. Upon a motion made, seconded, and carried, the Board approved the bid from NNJ in the amount of \$750.

Bids for Repaving the Driveway Asphalt: The Board reviewed the bids from J & S Asphalt and Epoch Construction. The bids were tabled for further discussion at the next Regular Board Meeting.

Wrought Iron Refurbishment Bids: The Board reviewed the bids from NNJ and Epoch Construction. The bids were tabled for further discussion at the next Regular Board Meeting.

Retrofitting of Balcony Slat Bids: The Board reviewed the bids from NNJ and Epoch Construction. The Board tabled the bids for further discussion at the next Regular Board Meeting.

Proposal for Reserve Study: The Board reviewed the bids from Hartmann Inc. and Intraspect. Upon a motion made, seconded, and carried, the Board approved the bid from Hartmann Inc. in the amount of \$700 to make a reserve study report including a site visit.

Proposal for Annual Audits and Tax Return Preparation: The Board tabled discussion on this item until the next Regular Board Meeting.

Harbor Pest Control Termite Fumigation Warranty: The Board requested that Management ask Harbor Pest Control to qualify the statement on the warranty that says the warranty may be canceled by either party.

Proposed Special Assessment: Upon a motion made, seconded, and carried, the Board approved

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sending a ballot to the membership asking for approval of \$296 for the increased insurance premium, \$160 for Earthquake Insurance, \$225 to repay the reserves for funds borrowed, and \$62 for payment of one month's contribution to the Reserves that was not made for November 2002. The total requested for approval is \$743.

Resignation of Board Member: With regret, the Board accepted the resignation of Director Charlotte Gumbrell. The Board thanked Charlotte for her much appreciated work in protecting, maintaining, and enhancing Normandy by the Sea Community Association.

NEXT WALKTHROUGH


The next Walk Through is scheduled for Thursday, July 10, 2003, at 9:00 a.m.

NEXT BOARD MEETING

The next Regular Board Meeting will be held on Monday, July 14, 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 9:35 p.m.

Approved:  Date: 7/14/03
Secretary