

*Normandy by the Sea Community Association  
Minutes of the Meeting  
of the  
Board of Directors  
July 14, 2003*

*A meeting of the Board of Directors of Normandy by the Sea Community Association was called to order by Dr. Steven Balch at 6:06 p.m. on Monday, July 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*

*Directors absent:       none*

*Also present:           Pamela Hutton, N. N. Jaeschke, Inc.  
                              Interested Homeowners:  
                                  Regina Balch  
                                  Michael McCafferty  
                                  Deborah Marsh  
                                  Annika Risher*

**HOMEOWNER FORUM**

*There was discussion regarding the garage gates and the need for new residents to complete the registration form. Regina Balch, Deborah Marsh, and Michael McCafferty volunteered to be on the Architectural Committee. The Board accepted their offers and appointed each to be a member of the Architectural Committee.*

**MINUTES**

*After review and discussion and upon a motion made, seconded and carried unanimously, the minutes of the Regular Board Meeting of June 18, 2003 were approved.*

**FINANCIAL**

*Dr. Balch and Management reviewed the financial reports with the Board for the period ended June 30, 2003. Upon a motion made, seconded and carried unanimously, the reports were accepted for placement on file for audit.*

*Management reported that there is no member currently delinquent with assessments.*

**COMMITTEES**

*Architectural Committee: The Board reviewed the application from Michael McCafferty to replace his balcony awning with one of similar dimensions but with a green fabric. The committee recommended approving the application, contingent upon the installation being done by a professional awning installer who will take the necessary precautions to prevent water intrusion.*

***Landscape Committee:***

*The landscaper has been asked to provide a cost proposal to replace the Agapanthus plants at the entrance to the "A" building on the left-hand side, facing the building. The committee reported that one member recommended removal of the Liquidambar tree next to the southwest corner of the "A" building since it was topped and laced and does not look full. The Board decided to give the tree more time to recover. The committee reported that a member requested that the small geranium plants along the south pathway be removed. The Board decided to allow the geraniums time to grow.*

***Maintenance Committee:***

*The committee reviewed the proposed contract from Angeles Cleaning and recommended to the Board that Angeles Cleaning clarify which hard flooring would be sanitized for the extra charge of \$25. Also, Angeles must request Board approval through the management company prior to doing any extra services for which the Association will be charged. In addition, the contract must include a thirty-day cancellation clause. The Board directed Management to contact Angeles Cleaning to have the changes made.*

*The committee reported that the supply of replacement garage lights is very low and it is time to replenish them. Upon a motion made, seconded, and carried, the Board approved the committee's request to purchase the usual number of replacement lights at Costco and to submit the receipt for reimbursement from the operating funds.*

## **MANAGEMENT REPORT**

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

## **OTHER BUSINESS**

***Request to Close Old Checking Accounts and Transfer Funds:*** *The Board reviewed the request to close the account at Rancho Santa Fe Bank. A decision was tabled until the next Regular Board Meeting. The Board reviewed the request to close the account at U.S. Bank. Upon a motion made, seconded, and carried, the Board approved closing the account and putting the funds into the Association's operating account at City National Bank.*

***Ballot to the Membership for Special Assessment:*** *Management reported that 21 ballots were received in favor of the special assessment of \$743, 8 were received against the special assessment, and two were received with no vote. The Board decided to close the voting at this time since it was apparent that even if all the members who had not yet responded voted against the special assessment, it would not change the outcome of the vote because a majority of the membership was in favor of it. Upon a motion made, seconded, and carried, the Board approved the special assessment and directed Management to notify the membership that the \$743 is payable in one payment due September 1, 2003 or two equal payments of \$371.50 due by October 1, 2003.*

***Action without a Meeting for Replacement of Water Heater in the "B" Building:*** *Upon a motion made, seconded, and carried, the Board ratified the Action without a Meeting to replace one water heater in the "B" Building for \$3,350, the lowest of three bids, to be paid from the Plumbing Reserves.*

*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 advise Simplex Grinnell that the work performed was supposed to be at no charge, per Mel at their office, due to the need to correct work that had already been performed by Simplex Grinnell.*

*Proposal for Replacement of Eye Leveling Devices from San Diego Elevator: The Board reviewed the proposal and invoice for replacement of the eye leveling systems with magnetic type systems on each elevator. Upon a motion made, seconded, and carried, the Board approved the invoice for \$3,042 to be paid from the Elevator Reserves.*

*Advanced Protection Systems DBA Advanced Electronic Solutions Invoices: Upon a motion made, seconded, and carried, the Board approved payment of Invoices 48012 and 48097 for \$85 each to be paid from the Operating funds.*

*Drain Patrol Invoice 431078: Discussion was tabled until Drain Patrol completes their quality control investigation and responds to the Board.*

*Proposal for Removal and Replacement of 2-inch Lines: The Board reviewed the proposal from Drain Patrol and asked Management to obtain another opinion and proposal.*

*Policy for Qualifying Vendors: The Board requires that any vendor who does work for the Association must provide evidence of at least one million dollars in liability insurance plus a workers' compensation policy if they have employees doing the work. Licensed contractors must provide their license numbers.*

*Cement Grinding: The Board reviewed the bid from Cocco Construction in the amount of \$685 for cement grinding along the south pathway. Upon a motion made, seconded, and carried, the Board ratified the Board President's approval of NNJ Building Services's revised bid in the amount of \$625 which NNJ lowered from \$750.*

*Bids for Repaving the Driveway Asphalt: The Board reviewed the bids from J & S Asphalt, Aztec Paving, Cocco Construction, and Joe Stewart. The bids were tabled for further discussion at the next Regular Board Meeting.*

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

*Proposal for Annual Audits and Tax Return Preparation: Upon a motion made, seconded, and carried unanimously, the Board approved the proposal from Sonnenberg & Company to prepare the annual audit and tax return for \$750.*

*Proposed Budget for 2003/2004: The Board reviewed the Proposed Budget. The Board decided to finalize the budget at the Regular Board Meeting on August 11, 2003 in preparation for mailing an approved budget to the membership on August 15, 2003..*

*Harbor Pest Control Termite Fumigation Warranty: The Board approved the warranty as revised by Harbor Pest Control.*

*Request for Reduced Charge for Common Area Key: The Board reviewed a new member's request to purchase a common area key for only \$25 because the seller provided only two common area keys. The Board denied the request.*

#### **NEXT WALKTHROUGH**

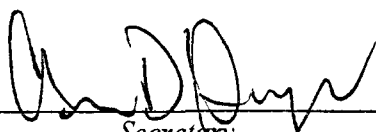
*The next Walk Through is scheduled for Thursday, August 7, 2003 at 9:00 a.m.*

#### **NEXT BOARD MEETING**

*The next Regular Board Meeting will be held on Monday, August 11, 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 9:05 p.m.*

Approved:  Date: 8/11/03  
Secretary