

Normandy by the Sea Community Association
Minutes of the Meeting
of the
Board of Directors
August 11, 2003

A meeting of the Board of Directors of Normandy by the Sea Community Association was called to order by Dr. Steven Balch at 6:09 p.m. on Monday, August 11, 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.*
 Arjon D'Angelo
 Kathleen Stephan
 Peter Calvi (from 7:58 p.m.)

Directors absent: *none*

Also present: *Pamela Hutton, N. N. Jaeschke, Inc.*

Interested Homeowners:

Nadine Eisen
Susan Farish
Deborah Marsh
Annika Risher
Perla Wichner

HOMEOWNER FORUM

There was discussion regarding making an addition to a storage locker in the garage, preventive maintenance of the garage gates, lights bulbs for the garage, pungent landscape clippings in the dumpsters, a spill at a dumpster, the need for better cleaning behind the washers, and the absence of registration forms from three units.

MINUTES

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

FINANCIAL

Dr. Balch reviewed the financial reports with the Board for the period ended July 31, 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 thirty days delinquent with assessments.

COMMITTEES

Architectural Committee: The Committee advised the Board of its four primary concerns:

- 1. Retrofitting of balcony railings.*
- 2. Satellite dishes*
- 3. Completion of the CC&R revisions*
- 4. Possibility of placing video cameras in the lobbies*

Maintenance Committee:

The committee reported that the supply of replacement garage lights has been replenished. Also, the new water heaters in the "B" building were inspected. The committee asked Management to get a cost for installing earthquake straps on them.

CC&R Revision Committee: *Perla Wichner will chair the committee. She will contact the other standing committee members and verify who will remain on the committee.*

MANAGEMENT REPORT

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

OTHER BUSINESS

Ratification of Decisions of Regular Session Meeting of July 14, 2003: *Due to late posting of the meeting notice and upon a motion made, seconded, and carried, the Board ratified the decisions made at the meeting of July 14, 2003 which were:*

- * The minutes of meeting of June 18, 2003 were approved.*
- * The financial statements for the period ending June 30, 2003 were approved for placement on file for audit.*
- * An architectural request for approval of replacement of an awning was approved.*
- * Approval was given to the Maintenance Committee to purchase replacement lights at Costco for the garage.*
- * The Board approved closing the old bank account at U.S. Bank and transferring the funds to the Association's operating account at City National Bank.*
- * The Board decided to close the voting on the special assessment of \$743 and approved the special assessment.*
- * The Board ratified the Action without a Meeting to replace one water heater in the "B" building for \$3,350 to be paid from the Reserves.*
- * The Board approved the payment of \$3,042 from Elevator Reserves to San Diego Elevator for the eye leveling devices that were installed by them.*
- * The Board approved payment of \$170 from the operating funds to Advanced Protection Systems DBA Advanced Electronic Solutions for two service calls.*
- * The Board decided to use only qualified vendors, requiring them to carry general liability insurance plus workers' compensation insurance if employees are on site.*
- * The Board ratified the Board President's decision to accept the lowered proposal from NNJ Building Services for cement grinding work.*
- * The Board approved the proposal from Sonnenberg & Company to prepare the annual audit and tax return for \$750.*
- * The Board approved the amended warranty from Harbor Pest Control for the termite work.*

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.*

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Scheduling of Annual Meeting: *The Board approved holding the Annual Meeting on Monday, September 22, 2003 at 6:00 p.m. at and around the clubhouse. Upon a motion made, seconded, and carried, the Board approved the cost of \$180 per hour to have legal counsel attend the meeting. The Board decided to hold an Organizational Meeting immediately following the Annual Meeting, and a Regular Board Meeting immediately after the Organizational Meeting.*

Action without a Meeting for Replacement of Second Water Heater in the "B" Building: *Upon a motion made, seconded, and carried, the Board ratified the Action without a Meeting to replace the second water heater in the "B" Building for \$3,150 to be paid from the Plumbing Reserves.*

Pool Pump Motor: *Upon a motion made, seconded, and carried, the Board ratified the decision of the Board President to replace the pool pump motor for \$365.41 with a two-year warranty versus repairing the old one for \$209.41 with a 90-day warranty.*

Removal and Replacement of Agapanthus: *The Board reviewed the proposal from T & R Landscape, and tabled a decision until the next Regular Session Board Meeting.*

Request for Payment of Anderson Plumbing Invoice: *The Board discussed the invoice and requested more information about what work was done and exactly where.*

Simplex Grinnell Request for Payment of Invoice #087-15318: *Management advised the Board that Simplex Grinnell is investigating the circumstances surrounding the invoice. The Board tabled a decision until further information is provided.*

Drain Patrol Invoice 431078: *The Board suggested that the member write a letter to Drain Patrol asking for reimbursement of the invoice due to the damage done to her unit by their technician, the fact that the line was clear until they did annual preventive maintenance, and the inconvenience she endured over a period of days while their technician tried to clear her line.*

Proposal for Removal and Replacement of 2-inch Lines: *The Board reviewed the proposals from Drain Patrol and Sun West Plumbing and asked Management to obtain a third proposal, since the first two are not comparable in the scope of work.*

Proposal to Replace the Laundry Faucet: *The Board reviewed two proposals from Sun West Plumbing to replace the faucet, a gate valve and hose bibs. The Board tabled a decision, requesting that Management obtain at least one other proposal.*

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 decided to table a decision on wrought iron refurbishments until more information is received by the Board President.*

Retrofitting of Balcony Slat Bids: *The Board decided to table a decision until more information is available.*

Proposed Budget for 2003/2004: Upon a motion made, seconded, and carried unanimously, the Board approved a budget for the Association's fiscal year beginning October 1, 2003 with assessments at \$395. The Board directed Management to mail the approved budget to the membership no later than August 15, 2003.

Common Area Carpet Cleaning: Upon a motion made, seconded, and carried unanimously, the Board approved cleaning of the carpet in the clubhouse, the two elevators, and on the second floor of the "B" building not to exceed \$170 to be paid from the operating funds.

NEXT WALKTHROUGH

The next Walk Through is scheduled for Thursday, September 18, 2003 at 9:00 a.m.

NEXT BOARD MEETING

The next meeting is the Annual Meeting on Monday, September 22, 2003 at 6:00 p.m. Immediately following the Annual Meeting will be the Organizational Meeting. The next Regular Board Meeting will be held on Monday, September 22, 2003 immediately following the Organizational Meeting 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 10:00 p.m.

Approved: *Susan Fanti* Date: *10/13/03*
Secretary