

Normandy by the Sea Community Association
Minutes of the Regular Session Meeting
of the
Board of Directors
October 13, 2003

A Meeting of the Board of Directors of Normandy by the Sea Community Association was called to order by Michael Kewin at 6:04 p.m. on Monday, October 13, 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: Michael Kewin
 Peter Calvi
 Dr. Maurice Miller
 Susan Farish
 Dr. Steven Balch*

Directors absent: none

*Also present: Pamela Hutton, N. N. Jaeschke, Inc.
 Interested Homeowners:
 Nadine Eisen
 Annika Risher
 Perla Wichner
 Ron Wichner*

HOMEOWNER FORUM

There was discussion regarding lights out in common areas, the most recent set of Rules and Regulations, and a list of homeowner names and telephone numbers.

MINUTES

After review and discussion and upon a motion made, seconded and carried unanimously, the Minutes of the Regular Session Board Meeting of August 11, 2003 were approved.

FINANCIAL

Dr. Miller reviewed the financial reports with the Board for the period ended August 31, 2003. Upon a motion made, seconded and carried unanimously, the financial reports for the period ended August 31, 2003 were accepted for placement on file for audit. Dr. Miller then reviewed the financial reports for the period ended September 30, 2003. Upon a motion made, seconded, and carried unanimously, the Board approved the financial reports for the period ended September 30, 2003 to be placed on file for audit.

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

COMMITTEES

It was reported that none of the five committees met since the last Regular Session Board Meeting. The committees were identified as the following.

<i>Architectural Committee</i>	<i>CC&R Revision Committee</i>	<i>Finance Committee</i>
<i>Landscape Committee</i>	<i>Maintenance Committee</i>	

Management was directed to send an invitation to the membership asking for participation on the committees. Each committee is to have a mission statement.

MANAGEMENT REPORT

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

OTHER BUSINESS

***Ratification of Decisions made at the Organizational Meeting of September 29, 2003:** Due to late posting of the meeting notice and upon a motion made, seconded, and carried unanimously, the Board ratified the decisions made at the meeting of September 29, 2003 which were the selection of the following positions on the Board:*

<i>President:</i>	<i>Michael Kewin</i>
<i>Vice President:</i>	<i>Peter Calvi</i>
<i>Chief Financial Officer:</i>	<i>Dr. Maurice Miller</i>
<i>Secretary:</i>	<i>Susan Farish</i>
<i>Director:</i>	<i>Dr. Steven Balch</i>

***Request to Close Old Checking Accounts and Transfer Funds:** The Board reviewed the request to close the account at Rancho Santa Fe Bank and the account at Union Bank. The Board decided to keep the account open at Union Bank for the purpose of depositing the laundry room receipts. Upon a motion made, seconded, and carried unanimously, the Board approved moving the \$101,339.38 at First National Bank to the Association's account with Merrill Lynch.*

***Mailing of Draft Minutes of the Meetings:** The Board decided that the Draft Minutes of the Meetings are to be mailed to the membership monthly with the assessment statements after review by the Association's Secretary.*

***Proposals for Janitorial Service:** The Board tabled a decision until a bid from another janitorial service company is obtained.*

***Request for Payment of Anderson Plumbing Invoice:** The Board discussed Invoice #126684 from Walter Anderson Plumbing in the amount of \$427.05. Upon a motion made, seconded, and carried, the Board approved payment of the invoice.*

***Simplex Grinnell Request for Payment of Invoice #087-15318:** Upon a motion made, seconded,*

and carried, the Board approved payment of the invoice in the amount of \$510.00.

Proposal for Removal and Replacement of 2-inch Lines: The Board reviewed the proposals from Drain Patrol and Sun West Plumbing. Upon a motion made, seconded, and carried, the Board decided to table the issue indefinitely.

Proposal to Replace the Laundry Faucet: The Board reviewed two proposals from Sun West Plumbing and Dependable Plumbing to replace the faucet in the laundry room in the "B" building. The Board tabled a decision, requesting that Dependable Plumbing itemize their proposal for replacing hose bibs from their proposal to replace the faucet.

Bids for Repaving the Driveway Asphalt: The Board reviewed the bids from J & S Asphalt, Aztec Paving, Cocco Construction, and Joe Stewart. The Board requested that Joe Stewart submit a formal proposal to include making a correction at the doorway to the "A" building next to the garage door where water puddles.

Wrought Iron Refurbishment Bids: The Board requested that Management obtain a bid from another painting contractor, Tom Lyman, using the specifications from the first bid.

Earthquake Straps: Upon a motion made, seconded, and carried unanimously, the Board approved installation of earthquake straps on the four water heaters in the laundry rooms at \$75 per water heater, as proposed by Sun West Plumbing.

Retrofitting of Balcony Slat Bids: The Board decided to table the issue.

Exchange of Dumpsters: Upon a motion made, seconded, and carried, the Board approved payment of \$29.50 per dumpster for exchanging the existing dumpsters for clean dumpsters.

Robert's Rules: The Board decided to use Robert's Rules of Order for parliamentary procedure for all Board Meetings.

NEXT WALKTHROUGH

The next Walk Through is yet to be scheduled.

NEXT BOARD MEETING

The next Regular Session Board Meeting is scheduled for Wednesday, November 12, 2003 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 8:00 p.m.

*Approved: _____ /s/ Susan Farish Date: _____ 11/12/2003
Secretary*