

**Normandy by the Sea**  
**Board of Directors**  
**General Session Meeting Minutes**  
**January 18, 2023**

---

Call General Session Call to Order

- Meeting called to order at 6:47 p.m.

Attendance

- Linda Kewin, President
- Gary Malino, Treasurer
- Lee Stevens, Secretary
- Richard Curley, Director-at-Large
- Eileen Quintela, Director-at-Large
- John Farizell, Management (RPMS)
- One owner in attendance

Approval of General Session Minutes

- The Board reviewed and unanimously approved the prior meetings minutes as presented.

Work Orders

- The Board reviewed the work order log with no further action taken at this time.

Homeowner Forum (limited to three minutes per Owner)

- Owners spoke regarding hot water, screens in laundry room and drainage in laundry rooms.

General Session Correspondence

- The Board reviewed all emails/letters from Owners. No further action taken at this time.

Landscape Walk Notes/Proposals

- The Board reviewed the walk notes with no further action taken.
- The Board would like the vendor to be on-site during the next property walk to discuss the ongoing maintenance.
- The Board would like three proposals for tree maintenance.

Old Business

- **Community/Building Renovations:** The Board unanimously approved the approach and content for the proposed renovations. The Board agreed to drafting a ballot for a special assessment and to hold a member meeting on March 4<sup>th</sup> at 2PM to inform the members of the proposed use of the funds. In addition, the Board agreed to allow Director Curley authority to proceed with the solar vendor in order to assure the proper pricing and rebate deadline is met.

New Business

- **Walk Dates:** Management and landscape plan to walk the community monthly on the second Tuesday at 1:00 pm.
- **Meeting Dates:** The Board will be meeting on the third Wednesday of each month at 6:30 pm. Subject to change based on any scheduling conflicts which may arise.
- **Annual/Election:** Meeting to take place in October.

Financial review for the month of December

- The Board reviewed and unanimously approved the financials, as presented, pending yearend CPA review.

- The Board unanimously agreed to reinvest 100K of the reserve funds for a 24-month period.

Adjournment

- The meeting was adjourned at 8:19 p.m.

**SECRETARY'S CERTIFICATE**

By signing below, the Board of the Normandy by the Sea does hereby certify that the foregoing is a true and accurate representation of the General Session meeting which took place on January 18, 2023, as approved by the Chairman of the Meeting and Board of Directors.

*Linda Kewin*

[Linda Kewin \(Mar 8, 2023 08:35 PST\)](#)

Board Member Signature

Mar 8, 2023

Date








# 2023\_01\_18\_GS\_Meeting\_Minutes\_NBTS\_Draft

Final Audit Report

2023-03-08

Created:	2023-02-20
By:	John Farizell (john@rpmsca.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAB1Oudl77SnHbpQS3tCV-7q7HsWj4cTEK

## "2023\_01\_18\_GS\_Meeting\_Minutes\_NBTS\_Draft" History

-  Document created by John Farizell (john@rpmsca.com)  
2023-02-20 - 11:04:59 PM GMT
-  Document emailed to lkewin@roadrunner.com for signature  
2023-02-20 - 11:05:10 PM GMT
-  Email viewed by lkewin@roadrunner.com  
2023-02-21 - 3:16:10 AM GMT
-  Email viewed by lkewin@roadrunner.com  
2023-03-08 - 4:34:54 PM GMT
-  Signer lkewin@roadrunner.com entered name at signing as Linda Kewin  
2023-03-08 - 4:35:30 PM GMT
-  Document e-signed by Linda Kewin (lkewin@roadrunner.com)  
Signature Date: 2023-03-08 - 4:35:32 PM GMT - Time Source: server
-  Agreement completed.  
2023-03-08 - 4:35:32 PM GMT