

NORMANDY BY THE SEA

Minutes for Open Session Board Meeting

Held on January 19, 2021

At 5:30PM via Zoom video conference

<http://normandybythesea.org/>

Board Members Present: Regina Balch (President), Linda Kewin (Vice President), Mikhanh Pham (Director), Lee Stevens (Director) and Eileen Quintela (Director) were present. JD Richardson (JDR) was represented by Sylvia Lopez.

Homeowners present: Ron Wichner, B32

CALL TO ORDER:

Board President Regina Balch called the meeting to order at 5:32 p.m.

MEMBERS' COMMENTS:

Topics discussed included lighting and elevator.

APPROVAL OF MINUTES:

M/S/A December 15, 2020 open session meeting minutes approved.

LANDSCAPE REPORT:

Treebeard representative Alvaro Lopez and JDR representative Sylvia Lopez conducted an onsite inspection. Hedging along street facing units will be trimmed and will require two crew members. Gopher mounds reduced but still visible.

MAINTENANCE REPORT:

- Maintenance Calendar 2020
- Stucco on walkway walls and building exteriors; scope need for proposals
- Sandbags now in storage in B building under stairwell; to be placed around property and in lightwells as needed during storms.
- Quiktec to clean dryer vents
- To prevent rust on railings, periodically wipe down with wet sponge
- To prevent plumbing backups, Owners can check/replace elbow pipes and clear out drains regularly with hot water flush, vinegar, enzyme drain products, Drano, Liquid Plumber, etc.

FINANCIAL REPORT:

M/S/A December, 2020 unaudited financials were reviewed and accepted by Board. Ron Wichner questioned laundry income. There has been no laundry income yet this fiscal year.

M/S/A The Board reviewed the proposal for financial advisor services from David Lynn of Lynn Investments to handle the reserve funds. Upon a motion duly made, seconded and carried, the Board approved moving reserve funds from Morgan Stanley to

Lynn Investments. A CD maturing in March to be reviewed by David Lynn and a recommendation for laddering to be provided to the Board next month.

OLD BUSINESS:

ROOF HATCH.

Completed Vortex has installed the additional two hinges to the B building roof hatch. This repair is complete.

GARAGE LIGHTING.

Completed Horizon completed replacement of the light fixture replacement above B27 parking space. Electrical box replacements also completed.

DRAIN PATROL VERTICAL PIPE JETTING.

Closed This project will not be pursued at this time.

RAILINGS.

Closed Board reviewed All American Roofing and RSI Roofing proposals to replace railings but will not pursue at this time. A general contractor to fix loose railing.

B24 SLIDER.

M/S/A Waterproofing of the deck and slider pan approved not to exceed \$3,500.00. JDR to vet contractors, verify quotes and coordinate scheduling of waterproofing.

B35 WINDOW.

Ongoing Andersen Windows inspected window and found leaking weatherstripping. Replacement to be scheduled.

B26 Windows.

Tabled No Board action at this time.

RESTATEMENT OF GOVERNING DOCUMENTS.

Ongoing Rental restrictions section and new rental laws discussed. Rules and regulations will be reviewed by CC&R's Review Committee.

NEW BUSINESS:

AUDIT REVISION.

Closed JDR requested from Sonnenberg CPA explanation of Interfund Transfer of \$12,412.00 from 2017 and 2018 still reflected on the audit review. Sonnenberg replied this will remain on the review for this year. JDR will inquire again to ensure this is resolved prior to the end of the fiscal year. The audit review report will be distributed to the membership before the end of the month as required.

ASSOCIA STRIPING PROPOSAL.

Closed Associa requested to provide striping proposal multiple times however no proposal was provided.

