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 J

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.

ANNUAL FIRE EXTINGUISHER PROPOSAL.

M/S/A

Upon a motion duly made, seconded and carried, the Board approved the Firewatch proposal for annual fire extinguisher inspection. Proposal reflected per item costs. Final costs pending results of inspection.

ELEVATOR FAN SWITCH INSTALLATION PROPOSAL.

M/S/A

Upon a motion duly made, seconded and carried, the Board approved installation of the fans in the elevators by Guardian Elevator in the amount of \$520 per elevator. JDR to send request for status of elevator inspection to the SD County Dept of Industrial Relations.

B GARAGE PIPE LEAKS.

Closed

Intermittent leaking in the B garage was reported. This not a consistent leak and is likely associated to one unit. However, identifying the unit is difficult. Board members will keep an eye on this issue to try to determine the source.

B16 WINDOWS.

Closed

Board reviewed the request for repair at this unit submitted by property management. JDR to provide property manager the contact information for the company that has recently installed windows in several units.

ADJOURN.

Board President Regina Balch adjourned the meeting at 7:01 p.m.

Next meeting scheduled for Tuesday, February 16, 2021 at 5:30 p.m. either at the Pool House or via teleconference TBD.

Approved by the Board of Directors		02/16/21
Signed	Date	