

## **NORMANDY BY THE SEA**

Minutes for Open Session Board Meeting

Held on February 16, 2021

At 5:30PM via Zoom video conference

<http://normandybythesea.org/>

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

**Homeowners present:** Ron Wichner, B32

### **CALL TO ORDER:**

**Board Vice President Linda Kewin called the meeting to order at 5:35 p.m.**

### **MEMBERS' COMMENTS:**

None.

### **APPROVAL OF MINUTES:**

**M/S/A January 19, 2021 open session meeting minutes approved.**

### **LANDSCAPE REPORT:**

Treebeard representative Alvaro Lopez and JDR representative Sylvia Lopez conducted an onsite inspection. Ivy to be trimmed.

### **MAINTENANCE REPORT:**

- Maintenance Calendar 2021
- Sandbags now in storage in B building under stairwell; to be placed around property and in lightwells as needed during storms.
- Ron to check bulbs
- A building dryer to be checked
- Quiktec scheduled to clean dryer vents
- Pool tech to sweep out leaves from pool
- Lightwell baluster to be secured
- 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 January, 2021 unaudited financials were reviewed and accepted by Board.** No questions on financials this month. Linda Kewin will contact Union Bank regarding statement address.

**M/S/A** Upon a motion duly made, seconded and carried, Board approved the CD recommendations for the maturing \$80K CD. Following discussion of CD rates, the Board will assess any upcoming projects before investing in additional CDs.

**OLD BUSINESS:**

**B24 SLIDER.**

Ongoing Eileen Quintela to provide cost breakdowns for waterproofing and slider.

**B35 WINDOW.**

Ongoing Weatherstripping installed but window is still leaking. Tim Burke waiting for report from Andersen.

**B26 Windows.**

Tabled No Board action at this time.

**RESTATEMENT OF GOVERNING DOCUMENTS.**

Ongoing Rental restrictions section is complete. Send electronic delivery opt-in form to owners to reduce mailing costs. CC&R's draft to be sent out once forms received.

**NEW BUSINESS:**

**RULES REVIEW.**

**M/S/A** Upon a motion duly made, seconded and carried, the Board approved changes to the Rules to reflect as follows:

Section 7.6. Short Term Leases. Units may not be rented for transient purposes. All rentals must be by written lease for a term of no fewer than thirty (30) days. All rentals must be for the entire Unit, and not for any partial portion of such Unit;

Section 7.7. Number of Tenants: No more than three (3) Renters for one bedroom units or four (4) Renters for a two bedroom unit may inhabit any one individually rented Unit; nor shall any Owner rent a Unit to more Renters than stated herein, at any given time.

Linda Kewin will check for hard flooring requirements.

**B27 METAL ROOF.**

Pending Board discussed photos and description of concerns regarding metal roof provided by Lee Stevens. A roofing contractor will be scheduled to come out and inspect the metal roof above the B front lobby.

**A32 FLOORING APPLICATION.**

**M/S/A** Upon a motion duly made, seconded and carried, the Board approved the flooring application submitted by Molly Allison. The installation of underlayment for noise reduction was favorably noted.

