

NORMANDY BY THE SEA

Minutes for Open Session Board Meeting

Held on February 18, 2020 at 5:30 pm

Location: Pool House

<http://normandybythesea.org/>

Board Members Present: Regina Balch (President), Linda Kewin (Vice President) and Rosemary Calvi (Secretary). Kathi Stevenson (Treasurer) and Mikhanh Pham (Director) were absent. JD Richardson (JDR) was represented by Sylvia Lopez.

Homeowners present: Ron Wichner, Unit B32

Board President Regina Balch called the meeting to order at 5:34 p.m.

MEMBERS' COMMENTS:

Elevator service and responsiveness, telephone lines, washing machines, sensor lighting in laundry room and trash in recycle bins. Waste Management will charge HOA for non-recyclable items improperly placed in these bins.

APPROVAL OF MINUTES:

M/S/A January 21, 2020 open session meeting minutes approved.

LANDSCAPE REPORT:

Treebeard representative Alvaro Lopez and JDR representative Sylvia Lopez conducted the inspection. Treebeard and JDR discussed erosion issue and French drain installation in front of A building. Back lawn area looks very good for this time of year. Random tree sapling to be removed along B building pathway. Regina requested purple hedges be trimmed along A building.

MAINTENANCE REPORT:

- Maintenance Calendar 2020
- Elevator maintenance performance and & key switch
- Fire extinguisher annual inspection completed
- Water heater maintenance scheduled 2/27/20
- Pool Inspection Report-Josh Nelson to repair water flow gauge, keys for access to be provided to inspector, spa permits confirmed received by City
- Continue repairs list for Centerpoint
- To prevent plumbing backups, Owners can check/replace elbow pipes and clear out drains regularly with hot water flush, Drano, Liquid Plumber, etc.

FINANCIAL REPORT:

M/S/A January, 2020 unaudited financials reviewed by Treasurer and accepted by Board.

M/S/A Approved CD recommendation to rollover \$40,000 maturing CD for one year at 1.65%. An additional \$40K to be added to the CD. Board will review liquid and CD reserves in May.

- Ron Wichner noted AT&T bills accounts to be confirmed.

OLD BUSINESS:

B24 LEAK & B34 WATER TEST UPDATE.

Ongoing Renewal by Andersen replaced slider in B34. Assess for leaking during next storm.

ROOF INSPECTION.

Pending McConnell Roofing to be out next week to inspect A building roof (replaced 2017) and assessment of B building roof. JDR to request that McConnell check for loose items on roof.

LAUNDRY ROOM, MACHINES & SPA SCHEDULING.

M/S/A Approval of Centerpoint proposal to paint laundry room walls \$2,088.00 and install laundry room door hardware \$788.00 to be paid from reserves and electrical outlet removal \$358.00 to be paid from operating. The spa was well done and complete. Aquaspecs or Josh Nelson Pools to provide measurements for spa cover. Flooring to be scheduled next. All laundry machines to be keyed alike.

A BUILDING WATER RUNOFF.

Ongoing Centerpoint recommended pouring concrete along driveway planter, around landscaping and under A16 balcony to alleviate water runoff along the east side of the A building. Board agreed to request quote from Centerpoint.

BALCONY FASCIA REPAIR.

Pending Fascia, caulking and balcony repairs to be inspected and scheduled for repair/replacement.

ELEVATOR ISSUES.

M/S/A Board agreed to terminate services by Specialized Elevator. Board is not satisfied with the service provided by Specialized Elevator and the lack of response to elevator issues. Guardian Elevator quote from 2019 reviewed. JDR to confirm that Guardian will honor the quote at \$815 per quarter for contract service maintenance.

B BUILDING 1ST FLOOR CARPET

Ongoing JDR to obtain carpet samples for Board review.

RESTATEMENT OF GOVERNING DOCUMENTS.

Tabled No action taken at this time.

NEW BUSINESS:

GARAGE LINES JETTING.

Jetting to be scheduled in April along with garage floor powerwashing. Drain Patrol to be contacted to jet garage main lines and water heater room clearout drains.

ELECTION RULES UPDATE.

Board provided new election rules requirements. Board agreed attorney to draft election rules update for board review and membership 30-day comment in time for annual meeting in September.

B24 WALL REPAIR REIMBURSEMENT.

Pending Board reviewed request by B24 owner for reimbursement of repair of drywall hole made for water testing. JDR to confirm there were three water tests prior to reimbursement.

SPA TIMER PROPOSAL.

Pending Board considered recommendation from Josh Nelson Pools to install timer at spa. Will result in significant cost savings to gas bill. Downside is spa heater will need to be turned on prior to use. Board agreeable to recommendation pending quote amount.

ADJOURN.

Board President Regina Balch adjourned the meeting at 6:55 p.m.

Next meeting scheduled for Tuesday, March 17, 2020 at 5:30p.m. at the Pool House.

Signed Rosemary Calin Date 4/22/2020