

NORMANDY BY THE SEA

Minutes for Open Session Board Meeting

Held on March 16, 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: None

CALL TO ORDER:

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

MEMBERS' COMMENTS:

None.

APPROVAL OF MINUTES:

M/S/A February 16, 2021 open session meeting minutes approved.

LANDSCAPE REPORT:

Treebeard representative Alvaro Lopez and JDR representative Sylvia Lopez conducted an onsite inspection. .

MAINTENANCE REPORT:

- Maintenance Calendar 2021
- Stucco on walkway walls and building exteriors; part of monthly maintenance
- Sandbags now in storage in B building under stairwell; to be placed around property and in lightwells as needed during storms.
- 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 February, 2021 unaudited financials were reviewed and accepted by Board. Delinquencies reviewed. JDR has contacted owners with outstanding balances. Transition of reserve funds from Morgan Stanly to Lynn Investments in progress.

OLD BUSINESS:

ELEVATOR FAN INSTALLATION.

Completed Elevator fans are noisier than anticipated but tolerable.

B24 slider.

Pending Breakdown of estimated costs to be submitted to Board.

B35 WINDOW.

Pending Owner was in contact with Andersen Windows regarding issue with window. Owner did not agree with Andersen findings. JDR to contact Andersen for quote to replace window.

B26 Windows.

Tabled No Board action at this time.

B27 METAL ROOF.

Ongoing Scope is needed in order to obtain proposals. Associa to inspect to assess issue, condition and type of contractor needed.

FRONT ENTRY PLANTS PROPOSAL.

M/S/A Board approved Treebeard proposal to replace the palms at the front entry in the amount of \$120 per building. Eileen agreed to order planters for the new plants.

STUCCO.

Ongoing: Linda Kewin reported on the onsite inspection with Sylvia Lopez of JDR and Doug Lai of Associa. Various areas in need of stucco patching were identified. Board to consider maintenance program to address patching and other maintenance issues on an ongoing schedule.

RESTATEMENT OF GOVERNING DOCUMENTS.

Ongoing Unoccupied units and rules update discussed. Eleven opt-in/opt-out forms have been submitted to date.

NEW BUSINESS:

ARCHITECTURAL APPLICATION PROCESS.

Closed Process discussed with Board. Important for application to be submitted for all improvements, including interior, particularly structural, walls, and flooring. Process to be followed by all residents, no exceptions. Fines discussed for failure to clean up after improvements completed. JDR to update forms and eblast to owners.

MAINTENANCE PROPOSAL.

M/S/A Associa proposed monthly maintenance contract of \$450/month was discussed. Upon a motion duly made, seconded and carried, Board agreed to maintenance program on a six-month trial basis.

WATER HEATER PROPOSALS.

M/S/A Upon a motion duly made, seconded and carried, the Board approved the ASAP Plumbing proposal to flush the tankless water heater for \$765.00 to be paid from operating and the B Building water heater replacement for \$7,125.00 to be paid from reserves.

TREE REMOVAL PROPOSAL.

M/S/A Upon a motion duly made, seconded and carried, the Board approved removal of the tree along the south walkway in the amount of \$1,491.00 to be paid from reserves. JDR to schedule concrete repair.

B11/B21 UPDATE.

Ongoing The two units are now under restoration following a backup in the mainline last month. A claim has been opened through HOA insurance. JDR in contact with Farmers adjuster on scheduling.

B31 SLIDER.

Ongoing R&M Construction inspected the gap in the slider and will submit a quote to repair.

ADJOURN.

Board President Regina Balch adjourned the meeting at 7:35 p.m.

Next meeting scheduled for Tuesday, April 20, 2021 at 5:30 p.m. either at the Pool House or via video/teleconference TBD.

Approved by the Board of Directors **04/20/21**
Signed _____ Date _____