

NORMANDY BY THE SEA

Minutes for Open Session Board Meeting

Held on March 17, 2020 at 5:30 pm

Held Via TeleConference

<http://normandybythesea.org/>

Board Members Present: Regina Balch (President), Linda Kewin (Vice President) and Rosemary Calvi (Secretary) and Mikhanh Pham (Director). Kathi Stevenson (Treasurer) was 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 5:30 p.m.

MEMBERS' COMMENTS:

Meeting venue changed to teleconference due to the Coronavirus outbreak. No homeowners were present via telephone for comment period.

APPROVAL OF MINUTES:

M/S/A February 18, 2020 open session meeting minutes approved.

LANDSCAPE REPORT:

Treebeard representative Alvaro Lopez and JDR representative Sylvia Lopez conducted separate onsite inspections. Treebeard provided a punchlist of landscape items included in meeting packet for board review. Sylvia Lopez request Treebeard check on the sandbags along driveway. No other landscape issued observed.

MAINTENANCE REPORT:

- Maintenance Calendar 2020
- Fire safety inspections to be scheduled in April
- A Bldg laundry room drain overflow
- Holes in wall at B laundry table to be filled and painted
- Spa permits pending final inspection 4/18. Inspection fee to be paid online.
- ASAP to return to quote repair of drain outside A10
- 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 February, 2020 unaudited financials reviewed by Treasurer in advance of meeting and accepted by Board.

OLD BUSINESS:

B24 LEAK & B34 WATER TEST UPDATE.

Ongoing B24 reimbursed for drywall repairs done in 2018.

ROOF INSPECTION.

Pending McConnell Roofing continues to schedule inspections and fails to complete. A certified letter to be sent formally requesting the inspections of the A building roof (replaced 2017) and assessment of B building roof.

LAUNDRY ROOM, MACHINES & SPA SCHEDULING.

Ongoing Flooring to be scheduled immediately. Laundry machine supplier, San Diego Laundry no longer able to provide machines and referred QuikTech. JDR to follow up with QuikTech. Spa is complete pending spa permit.

A BUILDING WATER RUNOFF.

Ongoing Centerpoint to provide quote. JDR to also request quote from CA Clean and Seal to assess pouring concrete along driveway planter, around landscaping and under A16 balcony to alleviate water runoff along the east side of the A building.

B35 SLIDER/WINDOW.

Closed JDR and Ron Wichner met with Jon Wayne Construction (JWC) at Unit B35 to inspect slider air gap and window leak. Terry Warren of JWC adjusted the slider and confirmed the leak is not an installation issue, but a defect with the window. Board instructed JDR to have owners contact Renewal by Anderson since the issue is with the window.

BALCONY FASCIA REPAIR.

Pending Fascia, caulking and balcony repairs to be inspected and scheduled for repair/replacement once laundry remodel is complete.

ELEVATOR ISSUES.

M/S/A Specialized Elevator contract contained verbiage that contract can only be terminated 60 days prior to renewal date. Confirmed by attorney that due to this clause, contract may not be terminated unless negotiated with vendor. JDR to contact supervisor or owner to resolve.

B BUILDING 1ST FLOOR CARPET

Pending JDR to obtained carpet sample photo and approximate \$1.40 per sq ft. Board instructed JDR to contact previous carpet company that provided A building lobby carpet in 2017.

RATIFY SPA TIMER.

M/S/A Board ratified approval via email to proceed with installation of the spa timer by Josh Nelson Pools in the amount of \$589.00 to be paid from reserves.

REVISED ELECTION RULES.

M/S/A Board approved the revised election rules draft. Rules to be sent out to membership for required 28-day review and comment period.

RESTATEMENT OF GOVERNING DOCUMENTS.

Tabled Linda Kewin, Mikhanh Pham and Ron Wichner will meet in the next month to review the CC&R's. No action taken at this time.

NEW BUSINESS:

LAUNDRY ROOM DRAINS.

Ongoing Washer likely leaking and causing what appears to be overflow at drain. Ability Plumbing to confirm no issues with drain.

FIREWATCH ALARM SYSTEM INSPECTION PROPOSALS

M/S/A Board approved annual inspections: Sprinkler at \$485, Standpipes at \$385, Trash Chutes at \$370 and Alarms at \$390 to be paid from operating budget. To be scheduled in April.

HYDROJETTING PROPOSAL.

M/S/A Drain Patrol will perform annual hydrojetting at a cost of \$2,125 for both garage main lines to be paid from operating budget. To be scheduled in April.

POWERWASHING PROPOSALS.

Pending To be obtained and scheduled with hydrojetting.

SPA COVER.

Closed Board reviewed the recommendation from AquaSpecs that a hard cover will have to be custom made which will be higher in cost and harder to maintain. Board agreed to continue using plastic bubble covers and have John Nelson Pools purchase a roll to keep in pool pump room to replace worn covers as needed.

ADJOURN.

Board President Regina Balch adjourned the meeting at 6:34 p.m.

Next meeting scheduled for Tuesday, April 21, 2020 at 5:30p.m. at the Pool House.

Signed Rosemary Cahill Date 4/22/20