

## **NORMANDY BY THE SEA**

Minutes for Open Session Board Meeting

Held on April 20, 2021

At 5:30PM via Zoom video conference

<http://normandybythesea.org/>

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

**Homeowners present:** None

### **CALL TO ORDER:**

**Board President Regina Balch called the meeting to order at 5:30 p.m.**

**EXECUTIVE SESSION DISCLOSURE:** Board discussed vertical pipe scoping and jetting and approved Drain Patrol to camera scope two vertical pipes.

### **MEMBERS' COMMENTS:**

None.

### **APPROVAL OF MINUTES:**

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

**April 7, 2021 executive session meeting minutes approved**

### **LANDSCAPE REPORT:**

Treebeard representative Alvaro Lopez and JDR representative Sylvia Lopez conducted onsite inspections.

### **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 March, 2021 unaudited financials were reviewed and accepted by Board. No issues with the financials were reported.**

**OLD BUSINESS:**

B24 slider.

Pending Breakdown of estimated costs to be submitted to Board.

B35 WINDOW.

Pending JDR to confirm quotes submitted by Andersen.

B26 Windows.

Tabled No Board action at this time.

B27 METAL ROOF.

Ongoing Roofers to inspect roof and make recommendations for both buildings.

B11/B21 RESTORATION.

Ongoing R&M Construction is performing restoration on both units. Insurance is being updated by R&M.

B15/B25 RESTORATION.

Ongoing: ServPro to provide update of remediation so restoration in B15 can be scheduled.

B31 SLIDER.

M/S/A Board approved proposal from R&M Construction in the amount of \$935.00 to be paid from reserves to repair the door frame.

RESTATEMENT OF GOVERNING DOCUMENTS.

Ongoing CC&R's to be sent out for review and comment and balloting. Rules will be reviewed, including clause regarding absentee owners.

**NEW BUSINESS:**

FIREWATCH INSPECTION PROPOSALS.

M/S/A Board approved the following annual fire safety inspections: trash chute, standpipe and fire sprinklers. The 5 year certification proposal was also approved. JDR to schedule with Firewatch to get all inspections done on same day.

TREE REMOVAL.

Pending Tree removal date to be rescheduled. Additional quote to be obtained.

CONCRETE SIDEWALK PROPOSALS.

Pending Associa quote in the amount of \$3,084.00 reviewed. JDR to obtain additional quotes.

POOL & SPA:

**M/S/A** Upon a motion duly made, seconded and carried, the Board approved the opening of the spa as the County has moved in to the Orange Tier for COVID restrictions. Only one person or one household at a time in the spa.

**MAINTENANCE ITEMS.**

Ongoing      A maintenance list has been compiled and will be given to Associa to start working on repairs each month per the six-month contract for eight maintenance hours per month.

**INSURANCE RENEWAL.**

M/S/A      Board approved renewal of the insurance proposal submitted by Berg Insurance for \$18,263 for the 2021-2022 year effective 5/4/21. The renewal will be paid in two installments.

**RESERVE STUDY PROPOSAL.**

M/S/A      Board approved the Level II reserve study proposal submitted by Sonnenberg & Co. in the amount of \$875.00.

**B24 VET BILL REIMBURSEMENT REQUEST.**

M/S/D      Following review of test results and discussion, and upon a motion duly made, seconded and carried, the Board denied the reimbursement of the vet bill in the amount of \$1,247.05.

**ADJOURN.**

**Board President Regina Balch adjourned the meeting at 6:46 p.m.**

Next meeting scheduled for Tuesday, May 18, 2021 at 5:30 p.m. either at the Pool House or via video/teleconference TBD.

*Approved by the Board of Directors*      *06/01/21*  
Signed \_\_\_\_\_ Date \_\_\_\_\_