

NORMANDY BY THE SEA

Minutes for Open Session Board Meeting

Held on June 1, 2021

At 5:30PM via Zoom video conference

<http://normandybythesea.org/>

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

Homeowners present: Ron Wichner

CALL TO ORDER:

The meeting was called to order at 5:32 p.m.

EXECUTIVE SESSION DISCLOSURE: None

MEMBERS' COMMENTS: None.

APPROVAL OF MINUTES:

M/S/A April 20, 2021 open session meeting minutes approved.

LANDSCAPE REPORT:

Treebeard representative Alvaro Lopez and JDR representative Sylvia Lopez conducted an onsite inspection. The parking lot planter will be monitored. Plants in this area frequently do poorly. Board may consider other alternatives. Hedges will be trimmed once plants finish blooming and will be trimmed away from wall. Ficus tree in courtyard to be monitored for disease.

MAINTENANCE REPORT:

- Maintenance Calendar 2021 reviewed
- Storage reminders to be sent
- Associa to begin monthly maintenance tasks
- 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 April, 2021 unaudited financials were reviewed and accepted by Board. No issues with the financials were reported. Additional CD laddering of reserve funds was tabled.

OLD BUSINESS:

B24 slider.

Pending Breakdown of estimated costs to be submitted to Board.

B35 WINDOW.

M/S/A Board approved reimbursement of Andersen window replacement cost not to exceed \$1,223 and installation not to exceed \$470. Owner is to coordinate and schedule with vendor. Any further issues to be taken over by owner. HOA will not warranty the window or installation.

B26 Windows.

Tabled No Board action at this time.

B27 METAL ROOF.

Ongoing Associa Maintenance and JDR inspected the metal roof area below the B27 window. Associa will contact vendor to inspect. Other roofing materials options to be considered.

B11/B21 RESTORATION.

Ongoing Based on communication with insurance adjuster, JDR reported this was complete. Board informed JDR that carpeting has not been installed. JDR to contact insurance adjuster to confirm.

B15/B25 RESTORATION.

M/S/A Restoration estimate approved by Board in the amount of \$5,935.71. This does not include flooring. Board will review flooring quote from Solana Flooring upon receipt from owner.

B31 SLIDER.

Ongoing Repair scheduled for June 4th by R&M Construction.

VERTICAL PIPES.

M/S/A Board approved Drain Patrols quotes - cabling of vertical vent pipes in the amount of \$3,240 and garage horizontal jetting in the amount of \$2,380. Drain Patrol to provide clarification and information on addressing clog issues in vertical drain pipes and options such as camera scoping. Drain Patrol to provide recommendation on cabling and jetting schedule.

TREE REMOVAL.

Tabled No discussion or action taken by Board.

CONCRETE SIDEWALK PROPOSALS.

Tabled No discussion or action taken by Board.

FIREWATCH INSPECTIONS.

Closed Inspections scheduled for May 25th.

RESTATEMENT OF GOVERNING DOCUMENTS.

Ongoing CC&R's to be sent out for review and comment and balloting. Board to confirm voting date, mailout timing and consider community discussion.

NEW BUSINESS:

BOARD MEMBER RESIGNATION.

M/S/A Board accepted the resignation of Regina Balch. Board will include board reorganization on next meeting agenda. Vacant board position available.

ASSOCIA MAINTENANCE.

Tabled. No discussion or action taken by Board.

B25 ARCHITECTURAL APPLICATION.

Tabled. No discussion or action taken by Board.

FIRE ALARM BOX.

Ongoing. JDR to follow up with Firewatch on recurring fire alarm signal going off.

RULES-ABSENTEE OWNERS CLAUSE.

Tabled. No discussion or action taken by Board.

DRAIN PATROL PIPE REPLACEMENT.

RATIFIED Board approved via email as urgent the replacement of the drain pipe in the B15/B25/B35 stack in the amount of \$3,300 to be paid from reserves.

ADJOURN.

The meeting was adjourned at 6:46 p.m.

Next meeting scheduled for Tuesday, June 15, 2021 at 5:30 p.m. either at the Pool House or via video/teleconference TBD.

Approved by the Board of Directors **06/15/21**
Signed _____ Date _____