

NORMANDY BY THE SEA

Minutes for Open Session Board Meeting

Held on June 16, 2020 at 5:30 pm

At the 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). JD Richardson (JDR) was represented by Sylvia Lopez.

Homeowners present: None

CALL TO ORDER:

Board President Regina Balch called the meeting to order at 5:32 p.m.

MEMBERS' COMMENTS:

Comments included clubhouse screens.

APPROVAL OF MINUTES:

M/S/A May 19, 2020 open session meeting minutes approved.

LANDSCAPE REPORT:

Treebeard representative Alvaro Lopez and JDR representative Sylvia Lopez conducted an onsite inspection. Front door plants to be monitored. Red apple trimmed. Pool plants replaced. The crew is doing a good job with the landscaping.

MAINTENANCE REPORT:

- Maintenance Calendar 2020 reviewed
- Sandbags in the lightwells
- Front door paint touch-ups
- Elevator room doors replacement
- Blinds for laundry room windows
- B Building door hard to close
- Continue repairs list for Centerpoint
- To prevent plumbing backups, Owners can check/replace elbow pipes and clear out drains regularly with hot water flush, vinegar, Drano, Liquid Plumber, etc.

FINANCIAL REPORT:

M/S/A May, 2020 unaudited financials were reviewed by the Treasurer and accepted by Board. Treasurer Kathi Stevenson reviewed for budget variances and noted an increase in expenses this month for repairs and maintenance.

OLD BUSINESS:

ROOF INSPECTION.

Completed Following inspection of the roofs in May, McDonnell Roofing submitted a proposal to install new roofing in the B Building in the amount of \$84,465.00. The A Building roof installed in 2017 was inspected and in good shape. However, it was recommended that the debris that has accumulated be cleaned up to prevent gouging and pitting when stepped on.

ROOF HATCH.

Pending McDonnell Roofing was provided the measurements of the roof hatch in order to submit proposals for repair and replacement.

LAUNDRY ROOM EXPENSES.

M/S/A Board approved reimbursement of the operating account from the reserves for expenditures related to the Laundry Room Remodel in the amount of \$2,728.59.

ELEVATOR ISSUES.

Closed Guardian Elevator will be taking over as the elevator service contractor at \$815.00 per quarter.

BALCONY FASCIA/WOOD REPAIRS.

Pending All fascia and balcony wood to be assessed and quotes from contractors to be requested. Inspection to be scheduled.

B BUILDING 1ST FLOOR CARPET

Ongoing More samples to be obtained.

POOL REOPENING.

Completed Email to be sent out now notifying residents that a plan is under development. Pool will reopen July 1, 2020. Pool furniture to be brought into clubhouse. Notices with pool rules and safe COVID practices and the County's Safe Reopening Plan to be posted and emailed to all residents. Spa to remain closed per County health mandate. Pool and pool area to be thoroughly cleaned.

RESTATEMENT OF GOVERNING DOCUMENTS.

Ongoing Documents under review. Once finalized, the committee will meet with the Board to review. No action taken at this time.

NEW BUSINESS:

SIGNS.

M/S/A Board approved signage by Fast Signs for garage, outside gates, laundry rooms and driveway.

FRONT DOOR PAINTING.

Pending Board did not approve the front door painting quote from Centerpoint for \$225.00 per door. Centerpoint quote was too high, did not quote the correct number of doors and is to resubmit. Other painters or handyman to quote.

ANNUAL MEETING INSPECTOR OF ELECTIONS

Tabled To be determined a July meeting.

AMAZON KEY FOR DELIVERY.

Closed Board did not approve the installation of the Amazon Key on the property for access to buildings by Amazon delivery drivers.

LIGHTING PROPOSALS.

Pending Board reviewed quote from Santana Electric to replace the lighting fixtures, conduit and boxes in both parking garages in the amount of \$12,295.00. Horizon Lighting is to submit a proposal. Board to discuss at July meeting.

ADJOURN.

Board President Regina Balch adjourned the meeting at 6:29 p.m. Board to convene to Executive Session.

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

Signed Rosemary Colui Date 7/10/2020