

NORMANDY BY THE SEA

Minutes for Open Session Board Meeting

Held on July 20, 2021

At 6:00PM via Zoom video conference

<http://normandybythesea.org/>

Board Members Present: Linda Kewin (Treasurer), 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 6:02 p.m.

EXECUTIVE SESSION DISCLOSURE: None

BOARD MEMBER APPOINTMENT.

M/S/A This agenda item was moved up for priority review. Upon a motion duly made, seconded and carried, the Board appointed Gary Malino to fill the vacant director position on the Board.

MEMBERS' COMMENTS: None.

APPROVAL OF MINUTES:

M/S/A June 15, 2021 open session meeting minutes approved.

LANDSCAPE REPORT:

Treebeard representative Alvaro Lopez and JDR representative Sylvia Lopez conducted an onsite inspection. The hedges along the front of the A building. Linda Kewin confirmed the landscape crew is onsite as scheduled. While regular gardener Lucio is out. Damage occurred in the area on the south walkway where the tree was removed. The brown spots on the lawn in front of the B building and branch trimming from B building side door were addressed.

MAINTENANCE REPORT:

- Maintenance Calendar 2021 reviewed
- Associa maintenance tech onsite 8 hours on second Thursdays of the month. Punchlist to be generated by first of each month.
- Sauna door replacement. Replacement was brought in but is not installed yet. Associa to provide status.
- Unit door painting to be completed in August.
- 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 June, 2021 unaudited financials were reviewed and accepted by Board. Treasurer Linda Kewin reviewed the financials and reported no issues. Upon a motion duly made, seconded and carried, the Board accepted the financials. Telephone expenses were reviewed and JDR to contact AT&T regarding the monthly cost.

OLD BUSINESS:

B24 slider.

Pending Breakdown of estimated costs to be submitted to Board.

B26 Windows.

Tabled No Board action at this time.

B27 METAL ROOF.

Ongoing Premier Roofing provided a quote for both metal roofs in the amount of \$13,800. An additional bid is to be obtained with scope to match. Linda to ask tenant in A27 to submit photos of A building metal roof from unit window.

B11/B21 RESTORATION.

Ongoing Carpeting was not installed. Farmers Insurance has not yet submitted the expenses breakdown. JDR to follow up with insurance adjuster to clarify payment and finalize claim.

B15/B25 RESTORATION.

Ongoing The unit flooring requires specialty materials, ordering and installation to bring the flooring back to original condition. Solana Flooring quote submitted for \$2,115.69. Upon a motion duly made, seconded and carried, the Board approved the quote, to be paid by the owners so that they can keep the warranty, payment and service records in their name. Once installed, owner to submit for reimbursement. Christian Brothers is scheduling final installations.

VERTICAL PIPES.

Ongoing Drain Patrol is camera scoping the roof vents and drains now. Once completed, cabling and jetting to be scheduled in August.

TREE REMOVAL.

Closed The tree has been removed.

CONCRETE SIDEWALK PROPOSALS.

Pending Restoration Systems to schedule concrete demo and repour.

FIREWATCH ALARM BOX.

Pending Firewatch installed the antenna higher up along the building wall which seems to have resolved the alarm issue. JDR to contact Firewatch to move from view of window. JDR informed the Board that trash chutes must be installed and inspected for code requirements. JDR to seek additional quotes.

COVID-19 UPDATE.

Ongoing Update provided to Board. Eileen recommended that mask and social distancing protocols continue due to the recent surge in COVID cases.

RESTATEMENT OF GOVERNING DOCUMENTS.

Ongoing Attorney is working on letter to members and ballots so the document drafts can be distributed.

NEW BUSINESS:

ANNUAL MEETING CANDIDATES.

Pending Board reviewed the submitted candidate statements submitted by Linda Kewin and Mikhanh Pham. Annual Meeting scheduled for Sept 11, 2021 at 10AM at the poolhouse.

B31 WEATHERSTRIPPING PROPOSAL.

DENIED Board reviewed the proposal provided by R&M Construction to install weather stripping on the slider of Unit B31 at the request of the owner. Upon a motion duly made, seconded and carried, the Board denied the request.

B25 ARCHITECTURAL APPLICATION – WINDOWS.

M/S/A Board reviewed the application submitted by B25 for window and slider installation by BM Windows. Upon a motion duly made, seconded and carried, the Board approved the application.

RULES-ABSENTEE OWNER CLAUSE.

Ongoing. Board discussed the proposed clause. Mikhanh read the clause aloud. Linda Kewin will finalize the updated Rules to be sent out to the members sometime after the Annual Meeting.

RESERVE STUDY.

Pending A Budget Committee will be formed and the reserve study will be further reviewed.

BUDGET.

Pending A Budget Committee will be formed and the 2022 Budget will be discussed. An eblast will be sent to all members inviting them to participate in the committee. A meeting will be scheduled in mid to late August.

