

NORMANDY BY THE SEA

Minutes for Open Session Board Meeting

Held on July 21, 2020 at 5:30 pm

Via Teleconference

<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: Ron Wichner

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 June 16, 2020 open session meeting minutes approved.
June 16, 2020 executive session meeting minutes approved.

EXECUTIVE MEETING DISCLOSURE

M/S/A Board approved lien APN 300-321-4023

LANDSCAPE REPORT:

Treebeard representative Alvaro Lopez and JDR representative Sylvia Lopez conducted an onsite inspection. Geraniums were planted at parking lot. Bird of paradise along walkway to be trimmed.

MAINTENANCE REPORT:

- Maintenance Calendar 2020 reviewed
- Stucco on walkway walls
- Sandbags in the lightwells
- Front door paint touch-ups
- Elevator room doors replacement
- B Building door hard to close
- To prevent rust on railings, 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, Drano, Liquid Plumber, etc.

FINANCIAL REPORT:

M/S/A June, 2020 unaudited financials were reviewed by the Treasurer and accepted by Board. Treasurer Kathi Stevenson reported YTD expenses under budget. Kathi contacted AT&T and got plans reduced by approximately \$60/month. Board commended Kathi's efforts.

OLD BUSINESS:

ROOF HATCH.

Pending McDonnell Roofing stated the doors could not be repaired. Provided a proposal for \$8,000.00 to replace the B Building fire hatch. Board wants to pursue repair. JDR to seek other vendors qualified for this repair.

ELEVATOR ISSUES.

Closed Smoke sensor replaced in A Building elevator. Guardian Elevator and La Jolla Lock stated key switches can be replaced but are not required at this point. Switches only need to be turned to the right, should not be pushed in.

BALCONY FASCIA/WOOD REPAIRS.

Pending Per request from the Calvis in A15, their deck fascia is to be painted. JDR will contact Christian Brothers.

B BUILDING 1ST FLOOR CARPET

Closed Mikhanh Pham coordinated B Building first floor carpet replacement by Carpeteria and reported it looks great.

ELEVATOR ROOM DOORS.

Pending The Board did not approve the Centerpoint proposal for replacement with fiberglass doors. JDR will contact Christian Brothers to match existing doors and install.

LIGHTING PROPOSALS.

M/S/A Board approved the Horizon Lighting proposal to replace the light fixtures in both parking garages in the amount of \$6,970.95 to be paid from reserves. Also, agreed to pay disposal fee to have additional old bulbs disposed.

ANNUAL MEETING BALLOT & INSPECTOR OF ELECTIONS.

Scheduled Send out reminder for candidacy. Ballots to be sent out per election schedule.

RESTATEMENT OF GOVERNING DOCUMENTS.

Ongoing The committee has completed revisions. Board will meet August 1, 2020 at the west lawn to review and discuss. JDR to post agenda and notify owners.

NEW BUSINESS:

B32 ARCHITECTURAL APPLICATION – WINDOW REPLACEMENT

M/S/A Board approved replacement of windows by owner Molly Allison to be installed per approved plan and specifications by BM Windows.

A24 TREE TRIMMING REQUEST.

M/S/D Board did not approve the request to trim the tree in front of A24 window to allow for view. Tree will be trimmed in accordance with annual tree trimming.

VENDOR LIST.

Board reviewed the updated vendor list. List is posted for owners to be able to contact vendors on an emergency basis only and to contact management during common area emergency situations. Personal use by Owners of these vendors' services is not guaranteed by HOA.

RESERVE STUDY.

Pending Board reviewed reserve study proposal from Sonnenberg. Ron Wichner stated these projections should be reviewed for revisions/updates. A Reserve Study Committee was formed to meet and discuss.

ADJOURN.

Board President Regina Balch adjourned the meeting at 7:17 p.m.

Next meeting scheduled for Tuesday, August 18, 2020 at 5:30p.m. at the Pool House or via teleconference.

Signed Rosemary Colvin Date 9/10/2020