

NORMANDY BY THE SEA

Minutes for Open Session Board Meeting

Held on August 18, 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 B32, Eileen Quintela B24

CALL TO ORDER:

Board President Regina Balch called the meeting to order at 5:31 p.m.

MEMBERS' COMMENTS:

Comments included A building side door, lighting, spray bottles and wipes at pool.

B24 LEAK.

B24 Owner Eileen Quintela discussed her concerns regarding past leak issues. She requests the following be addressed: 1) Test for mold in ceiling; 2) Professional water intrusion testing; 3) Waterproofing of sliding glass door. Requests to be reviewed by the Board.

APPROVAL OF MINUTES:

M/S/A July 21, 2020 open session meeting minutes approved.

M/S/A August 1, 2020 open session CC&R's meeting minutes approved.

LANDSCAPE REPORT:

Treebeard representative Alvaro Lopez and JDR representative Sylvia Lopez conducted an onsite inspection. Alvaro pointed out possible tree infestation. Arborist to inspect. Geraniums in planter at parking lot will be monitored. Alvaro will submit an inspection action list for this month.

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
- A Building closer adjustment
- 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, Drano, Liquid Plumber, etc.

FINANCIAL REPORT:

M/S/A July, 2020 unaudited financials were reviewed by the Treasurer and accepted by Board. JDR to confirm and report back to the Board the YTD Excess Revenue/Expenses line item of this month's Budget Comparison report.

OLD BUSINESS:

ROOF HATCH.

Pending JWC to inspect and provide quote or recommendation on roof hatch repair.

BALCONY FASCIA/WOOD REPAIRS.

Pending Painting for A15 fascia pending proposal from Christian Brothers.

ELEVATOR ROOM DOORS.

Pending Pending proposal from Christian Brothers for replacement to match existing door.

LIGHTING PROPOSALS.

Ongoing Horizon Lighting recently received materials and will schedule installation.

A12 WINDOW.

Pending JWC will be scheduled to inspect the exterior.

ANNUAL MEETING BALLOT & INSPECTOR OF ELECTIONS.

Scheduled Original ballot contained a typo. Corrected ballots sent to all owners. Any owners that had already sent in ballot to be mailed ballot and envelopes. Annual meeting scheduled for September 12, 2020 at 10AM at pool house.

BUDGET DRAFT 2020-2021.

Ongoing An open session special Budget meeting to be scheduled pending reserve study update to finalize the budget for 2020-2021. JDR to notify owners of budget meeting date and, following approval, mail out annual budget and disclosures accordingly.

RESERVE STUDY UPDATES & COMMENTS.

Ongoing An open session special meeting was held August 10, 2020 to review and revise the reserve study end of life estimates for some components in the report. Once updated, revisions to be sent to the analyst to incorporate into report.

RESTATEMENT OF GOVERNING DOCUMENTS.

Ongoing The committee held an open session special meeting on August 1, 2020 to discuss revisions with the Board and homeowners. Once completed, draft to be sent to attorney for final review prior to mail out to owners for review and comment period.

NEW BUSINESS:

ELECTRICAL PANEL PROPOSAL.

Pending Removal of rust and painting of electrical panels in garages determined a priority project. A proposal will be requested from Christian Brothers.

TREE TRIMMING PROPOSAL

M/S/A Board approved proposal from Atlas Tree Service for annual tree trimming in the amount of \$6,830.00 to be paid from operating. Work to be scheduled ASAP.

STORAGE IN PARKING LOT.

Ongoing Storage in garages outside of lockers to be monitored. Owners to be contacted if items not allowed are being stored along garage walls or in parking spots.

B34 & B25 PLUMBING INVOICES.

M/S/D Board reviewed the plumbing invoices and determined these are not the responsibility of the HOA. Per the plumbing company, the hydrojetting would not be the cause of these issues.

B24 LEAK.

Discussed at beginning of meeting.

B26 Windows.

Tabled Mikhanh Pham restated her request regarding reimbursement for windows installed due to locks not working in existing windows. The Board tabled this item for further review.

ADJOURN.

Board President Regina Balch adjourned the meeting at 6:53 p.m.

Next meeting scheduled for Saturday, September 12, 2020 following the Annual Meeting at 10:00 a.m. the Pool House.

Approved by the Board of Directors ***09/12/20***

Signed _____ Date _____