

# **NORMANDY BY THE SEA**

Minutes for Open Session Board Meeting

Held on August 20, 2019 at 5:30 pm

Location: Pool House

<http://normandybythesea.org/>

**Board Members Present:** Regina Balch (President), Linda Kewin (Vice President), Rosemary Calvi (Secretary) and Kathi Stevenson (Treasurer). JD Richardson (JDR) was represented by Sylvia Lopez.

**Homeowners present:** Ron Wichner and Judith Hulse.

**Board President Regina Balch called the meeting to order at 5:30 p.m.**

## **MEMBERS' COMMENTS:**

Discussion included unauthorized garage storage, gates to be closed properly and ADA accessibility. Judith Hulse updated Board on her move.

## **APPROVAL OF MINUTES:**

**M/S/A** July 23, 2019 open session meeting minutes **approved.**

## **LANDSCAPE REPORT:**

JDR representative Sylvia Lopez, Landscape Committee Member Carter Schroy and Treebeard representative Alvaro Lopez conducted a landscape walk through. Treebeard advised of upcoming tree trimming. Plants at pool to be watered. Ivy along B building wall to be removed. Calliandra to be trimmed.

## **MAINTENANCE REPORT:**

- Maintenance Calendar
- Elevator call button and alarm bell repair
- Garage and step striping
- Handrails and area painting
- To prevent plumbing backups, Owners can check/replace elbow pipes and clear out drains regularly with hot water flush, Drano, Liquid Plumber, etc.

## **FINANCIAL REPORT:**

**M/S/A** July, 2019 unaudited financials reviewed by Treasurer and accepted by Board

- Savings reported on fire and telephone expenses
- Create Telephone Entry System line item on budget instead of Fire & Safety

**M/S/A** Merrill Lynch recommendation to purchase a \$30,000 CD was **approved.**

## OLD BUSINESS:

### B24 LEAK & B34 WATER TEST UPDATE.

Pending B24 owner to provide additional dates for Centerpoint to access to balcony for caulking and to establish condition of area above and around top of balcony slider. B34 to contact Renewal by Anderson to schedule inspection of warranty concerns.

### SPA COVER & REPAIRS PROPOSAL.

Pending AquaSpecs submitted spa remodel at quote \$8,325.00. PS2000 quote was \$10,960.00. Board requested pool tech Josh Nelson review bids to ensure the quotes cover all required items and specifications match. JDR to solicit spa hard cover bids from Kings Spa Covers.

### ROOF INSPECTION.

Pending JDR to follow up on McDonell Roofing to come out and inspect A building roof (replaced last year) and assess B building roof.

### LAUNDRY ROOM SPECIAL ASSESSMENT.

Pending Further discussion pending costs.

### FLOORING/B BUILDING CARPETING.

Pending Received sheet vinyl quote from Metro Flooring in the amount of \$4,377.55 for both laundry rooms. Board reviewed samples and selected IVC Flexitec Monticello 931.

### RESTATEMENT OF GOVERNING DOCUMENTS.

Tabled No action taken at this time.

### WATER MITIGATION POLICY.

Tabled To be further considered during governing documents discussion.

### 2020 BUDGET DRAFT.

**M/S/A** Board reviewed budget comparisons. JDR discussed plumbing, reserves and maintenance increases. Board **approved** the 2019-2020 budget. There will be no increase. Monthly assessments will remain at 540.00 per unit.

### ANNUAL ELECTIONS.

The annual meeting will be held on September 14, 2019 at 10am at the poolhouse. Elections will be held for two board positions. Candidates are Linda Kewin, Mikhanh Pham and Eileen Quintela. JD Richardson Co will serve as Inspector of Elections.

### TREE TRIMMING.

Closed Annual tree trimming was performed by Atlas Tree Service.

FENCES.

Discussion Under general maintenance, Centerpoint to include repair or replacement of loose and broken boards

**NEW BUSINESS:**

EARTHQUAKE INSURANCE REVIEW.

**M/S/D** Board **did not approve** the earthquake insurance quote in the amount of \$12,554.00. Regina Balch will discuss earthquake insurance at the annual meeting. Insurance representative Michael Berg to be invited to attend the October board meeting.

B BUILDING MAIN LINE REPAIR PROPOSAL.

**M/S/A** Board approved the Ability Plumbing proposal in the amount of \$2,150.00 to be paid from reserves. Ability to replace 100 feet of pipe in the B building garage due to leaks.

B10 OVERFLOW REIMBURSEMENT REQUEST.

Pending Board reviewed reimbursement request from B10 in the amount of \$2,227.52 for remediation due to kitchen overflow. No other units were affected. Board requested more information on how far down Ability ran the line to clear out the clog.

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

Next scheduled meeting will follow the annual meeting on Saturday, September 14, 2019 at Pool House.

Signed Regina Balch Date 9/14/19<sup>RC</sup>