

NORMANDY BY THE SEA

Minutes for Open Session Board Meeting

Held on September 12, 2020

At the Pool House

<http://normandybythesea.org/>

Board Members Present: Regina Balch (President), Kathi Stevenson (Treasurer), Mikhanh Pham (Director) and Lee Stevens (Director) were present. Linda Kewin (Vice President) was absent. JD Richardson (JDR) was represented by Sylvia Lopez.

Homeowners present: Ron Wichner B32

CALL TO ORDER:

Board President Regina Balch called the meeting to order at 10:40 a.m.

MEMBERS' COMMENTS:

Comments included an app for laundry machines.

APPROVAL OF MINUTES:

M/S/A August 18, 2020 open session meeting minutes approved.

M/S/A September 1, 2020 open session Budget meeting minutes approved.

LANDSCAPE REPORT:

Treebeard representative Alvaro Lopez and JDR representative Sylvia Lopez conducted an onsite inspection. Hedges to be trimmed and branches around lighting to be cut back. Planter bubblers to be installed.

MAINTENANCE REPORT:

- Maintenance Calendar 2020 reviewed
- Stucco on walkway walls
- Sandbags in the lightwells
- Front door paint touch-ups
- Elevator room doors replacement
- Schedule elevator check now
- B Building door hard to close
- 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 August, 2020 unaudited financials were reviewed by the Treasurer and accepted by Board. No issues reported.

OLD BUSINESS:

ROOF HATCH.

Pending JWC was not able to get response from contact to repair hatch. More quotes to be obtained.

BALCONY FASCIA/WOOD REPAIRS.

Tabled No Board action at this time.

ELEVATOR ROOM DOORS.

Pending Obtain more quotes to match existing doors.

FRONT DOOR PAINTING PROPOSAL.

Pending Mikhanh Pham to ask painters for quote.

LIGHTING UPDATE.

Ongoing Horizon Lighting to schedule.

FASCIA & ELECTRIC PANELS UPDATE.

Pending A15 fascia on balcony and garage panels scheduled with Christian Brothers.

A12 & B24 Issues.

Pending Discuss opening up drywall with Charlotte, A12 owner before deciding next step. Schedule mold testing for B24.

B26 Windows.

Tabled No Board action at this time.

ANNUAL MEETING RESULTS.

The annual meeting was held and elections conducted. Regina Balch, Kathi Stevenson and Lee Stevens were elected to the Board of Directors for two year terms. The Board will confirm officer positions at the next board meeting.

COLLECTION POLICY.

M/S/A Upon a motion duly made, seconded and carried, the Board approved the updated Collection Policy.

RESTATEMENT OF GOVERNING DOCUMENTS.

Ongoing Discussion regarding windows section. The documents have been sent to the attorney for final review prior to sending to membership for review and comment period. Include summary of changes with draft.

NEW BUSINESS:

ELECTRIC VEHICLE CHARGER.

Closed Request from tenant. Request needs to be sent to board from owner.

POOL SIGNAGE.

Pending Linda Kewin reported that spa signage may be outdated. Requirement updates to be confirmed.

TAX PREP & AUDIT REVIEW.

M/S/A Board approved proposal from Sonnenberg to perform audit review and tax preparation in the amount of \$1,250.00 to be paid from operating.

ADJOURN.

Board President Regina Balch adjourned the meeting at 12:05 p.m.

Next meeting scheduled for Tuesday, October 20, at 5:30 p.m. either at the Pool House or via teleconference TBD.

Approved by the Board of Directors ***10/20/20***

Signed _____ Date _____