

## **NORMANDY BY THE SEA**

Minutes for Open Session Board Meeting  
Held on September 14, 2019 at the Pool House  
Immediately following the Annual Meeting  
<http://normandybythesea.org/>

**Board Members Present:** Regina Balch (President), Linda Kewin (Vice President), Rosemary Calvi (Secretary), Kathi Stevenson (Treasurer) and Mikhanh Pham (Director). The organization of board officer positions was conducted following the annual meeting. JD Richardson (JDR) was represented by Sylvia Lopez.

**Homeowners present:** Ron and Perla Wichner

**Board President Regina Balch called the meeting to order at 11:20 a.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** August 20, 2019 open session meeting minutes **approved.**

### **LANDSCAPE REPORT:**

JDR representative Sylvia Lopez, Landscape Committee Member Arjon D'Angelo and Treebeard representative Alvaro Lopez conducted a landscape walk through. Treebeard will trim the bushes along driveway. Members reported calliandra along A building driveway to be trimmed for better view of oncoming vehicles. Bird of paradise leaves along south pathway and coastal hedges to be trimmed.

### **MAINTENANCE REPORT:**

- Maintenance Calendar
- Elevator call button and alarm bell repair and permit posting
- Area painting and fence repair completed
- Stucco patches at A building sider entry
- Door hook repair at B building first floor
- Picture hanging
- Janitorial to clean elevator floors and all trash room chutes and floors
- Carpet cleaning approximately every three years-update calendar
- Obtain quote for carpet cleaning from Stanley Steemer

### **FINANCIAL REPORT:**

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

- Financial reports reflect excess revenue YTD approximately \$18,000. Ron Wichner advised review of IRS Revenue Ruling 70-604 to ensure compliance.

**OLD BUSINESS:**

**B24 LEAK & B34 WATER TEST UPDATE.**

Pending B34 to contact Renewal by Andersen to schedule inspection date. Mikhanh Pham will assist in the scheduling.

**SPA COVER & REPAIRS PROPOSAL.**

**M/S/A** Following review of proposals and recommendation from Josh Nelson of Nelson Pool Service, the proposal from AquaSpecs was **approved** for spa remodel in the amount of \$8,325.00 to be paid from reserves or by special assessment pending approval from the membership. Spa cover cost approximately \$450 to be measured and confirmed following remodel. Josh Nelson also reported niche lighting to be repaired during remodel. Quote to be provided by Aquaspecs.

**LAUNDRY ROOM SPECIAL ASSESSMENT.**

**M/S/A** Board discussed and **approved** costs to be presented to the membership as a special assessment for both laundry rooms and spa upgrades as follows:

**Buildings A & B laundry room upgrades**

<b>Painting and repairs</b>	<b>\$5,630.00</b>
<b>Clothes folding tables</b>	<b>1,760.00</b>
<b>Flooring</b>	<b>4,377.55</b>
<b>Tub and faucet</b>	<b>750.00</b>

<b>Spa remodel</b>	<b>\$8,325.00</b>
<b>Spa hard cover</b>	<b><u>450.00</u></b>

<b>Laundry Machines</b>	<b><u>\$11,443.05</u></b>
<b>TOTAL</b>	<b><u>\$32,746.05</u></b>
<b>Per Unit</b>	<b>\$862.00</b>

Special assessment will be due in one lump sum with the option to pay within three months. JDR to confirm lump sum payment is allowed. Ballots will be sent to members to vote on the special assessment. Existing laundry machines possibly can be sold. The Wichners expressed interest in one machine.

**M/S/A** Board **approved** Centerpoint proposals for painting and repairs in the amount of \$5,630.00 and tables in the amount of \$880.00 each. These upgrades pending special assessment vote by membership.

**FLOORING/B BUILDING CARPETING.**

**M/S/A** Sheet vinyl flooring quote from Metro Flooring in the amount of \$4,377.55 for both laundry rooms was **approved**. Vinyl selected was IVC Flexitec Monticello 931.

**ROOF INSPECTION.**

Pending McDonell Roofing confirmed inspection scheduled. Ron Wichner advised to be very suspicious of unnecessary repairs when reviewing inspection report.

RESTATEMENT OF GOVERNING DOCUMENTS & POLICIES.

Tabled No action taken at this time.

B10 OVERFLOW REIMBURSEMENT REQUEST.

Pending Board discussed reimbursement request from B10 in the amount of \$2,227.52 for remediation due to kitchen overflow. Ability confirmed line was cleared up to 50 feet. This matter to be sent to counsel for review.

**NEW BUSINESS:**

BUILDING CABLING.

Closed Board reviewed request from homeowner to consider recabling of building to improve internet reception. Board will not pursue costs for this item.

A BUILDING DRYER #1.

Closed Dryer not working. Board discussed repair now versus replacement pending upgrades approval. Ron Wichner will troubleshoot problem.

Board President Regina Balch adjourned the meeting at 1:07 p.m.

Next scheduled meeting will be held on Tuesday, October 15, 2019 at the Pool House.

Signed Roemary Calvi Date 10/15/19