

NORMANDY BY THE SEA

Minutes for Open Session Board Meeting

Held on September 21, 2021

At 6:00PM via Zoom video conference

<http://normandybythesea.org/>

Board Members Present: Linda Kewin (Treasurer), Lee Stevens (Director) Mikhanh Pham (Director) and Eileen Quintela (Director) were present. Gary Malino (Director) was absent. JD Richardson (JDR) was represented by Sylvia Lopez.

Homeowners present: None.

CALL TO ORDER:

The meeting was called to order at 6:21 p.m.

EXECUTIVE SESSION DISCLOSURE: None

MEMBERS' COMMENTS: None.

APPROVAL OF MINUTES:

M/S/A August 17, 2021 open session meeting minutes approved. Minor grammatical typos not affecting content were found.

M/S/A September 9, 2021 special budget meeting minutes approved.

LANDSCAPE REPORT:

Treebeard representative Alvaro Lopez and JDR representative Sylvia Lopez conducted an onsite inspection. Installation of plants where tree was removed along south pathway was again discussed. Alvaro suggested this not be done until fence is repaired. However, the plants along the building side of the pathway will be installed. The junipers along the south pathway were inspected. Alvaro recommended stair stepping the hedgeline down towards the west end if hedges to be trimmed more aggressively.

MAINTENANCE REPORT:

- Maintenance Calendar 2021 reviewed
- Associa maintenance tech onsite 8 hours on second Thursdays of the month. Punchlist to be generated by first of each month.
- Sauna door interior panel was replaced, Door lock to be installed next month.
- Outlet at pool clubhouse replaced.
- Fence along south pathway temporarily repaired. Board to decide whether to replace full length of fence or small section. Associa to check fence if temporary reinforcement needed.
- Sandbags now in storage in B building under stairwell; to be placed around property and in lightwells as needed during storms.
- 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, enzyme drain products, Drano, Liquid Plumber, etc.

FINANCIAL REPORT:

M/S/A August, 2021 unaudited financials were reviewed and accepted by Board. Gary Malino sent a recap of the month's budget via email prior to the meeting noting water, plumbing and elevator under budget. Building maintenance, lighting and pool were over budget. Gary reported over budget \$9,988. Board advised to also review year to date report for full budget overview. The budgeted laundry income of \$6,200 was reported transferred in September. JDR disclosed an invoice for another association was paid in error and has been reimbursed to Normandy. This will be reflected in the September financials. Next month will be last month of the fiscal year. Upon a motion duly made, seconded and carried, the Board accepted the financials.

OLD BUSINESS:

B24 slider.

Pending Breakdown of estimated costs to be submitted to Board. Eileen Quintela reported work to begin December 1.

B26 Windows.

Tabled No Board action at this time.

B27 METAL ROOF.

M/S/A JDR met onsite with metal fabricator, Aquasoltech. Inspector expressed concerns about the sealing. Recommended a general contractor or similar be brought in as well to determine how to install new metal to ensure better sealing at window ledge and siding. JDR will meet with Associa and Premier Roofing before next meeting to ask about their sealing process and will report to the Board to finalize contractor. Upon a motion duly made, seconded and carried, the Board approved replacement of the metal roof not to exceed \$5,825.00 if a quote acceptable by Board is found prior to next meeting.

B11/B21 RESTORATION.

Ongoing Farmers Insurance submitted expenses breakdown. JDR did not agree with reconciliation and asked for second review. Farmers will readjust breakdown.

B15 RESTORATION.

Closed Christian Brothers completed final installation. This matter is closed.

HYDROJETTING/CABLING.

Ongoing Videos of the scoping were provided to Board. Discussion with Drain Patrol tech to be scheduled with Board to determine cabling risk versus benefits and next steps.

TREE TRIMMING PROPOSALS.

M/S/A Three quotes were reviewed and compared. Board considered costs for additional work. Upon a motion duly made, seconded and carried, the Board approved continuing annual tree trimming with Atlas in the amount of \$7,177.00. JDR to schedule trimming this month with Atlas.

RESERVE STUDY.

M/S/A Upon a motion duly made, seconded and carried, the Board ratified the Reserve Study updated with the approved assessment increase of \$575.00.

RESTATEMENT OF GOVERNING DOCUMENTS.

Ongoing At the Annual Meeting, only 23 ballots were received for the restated documents vote and the Board extended the vote. Feedback from owners at the Annual Meeting discussed. Linda Kewin volunteered to write letters urging owners who have not yet submitted ballots to send in their votes by October 15th.

RESCHEDULE VOTING DATE.

Board rescheduled the next voting date for October 19th. JDR to send out date via eblast and update ballot notice.

NEW BUSINESS:

REORGANIZATION OF THE BOARD.

Tabled The results of the Annual Meeting were distributed to the memberships as follows: Linda Kewin 31 votes, Mikhanh Pham 13 votes, 2020 Annual Meeting minutes approved with 21 votes, IRS Ruling 70- approved with 22 votes. The Board discussed officer positions and tabled voting for the next meeting so that all board members may be present to vote.

B27 CLUBHOUSE RENTAL.

M/S/A Upon a motion duly made, seconded and carried, the Board approved the clubhouse reservation for October 30, 2021.

B15 ARCHITECTURAL APPLICATION-BATHROOM.

M/S/A Upon a motion duly made, seconded and carried, the Board approved the application for interior bathroom remodel.

FENCING.

Ongoing Board reviewed the fencing response from the attorney and discussed the replacement of the wood fence along the south walkway. Board to determine if quotes to be obtained for replacement of fence section shared by street front residence only or entire fence.

TAX AND AUDIT PROPOSALS.

M/S/A Board reviewed two quotes. Upon a motion duly made, seconded and carried, the Board approved continuing tax and audit services with Sonnenberg & Co. for \$1,350.00

B BUILDING STORAGE LOCKERS.

Closed Board updated on irrigation leak into B garage and storage locker area. Area to be rechecked and any further issues to be reported to JDR.

RULES & REGULATIONS UPDATES.

M/S/A Upon a motion duly made, seconded and carried, the Board finalized the proposed absentee clause and carpet padding specifications for rules update as follows:

Section 6.9. Carpet underlayment must be at least 7/16" thick and 8 pounds per cubic foot.

Section 3.3. Absentee Owners. Absentee Owners, i.e., owners who do not reside on the property, are urged to hire a property manager to actively manage and maintain their property. The Board of Directors reserves the right to attribute to an Absentee Owner any or all costs associated with repairs Common Property and/or other Units due to negligence of maintenance.

Distribution of Rules for member review will be scheduled following restated documents voting.

B26 ELECTRIC VEHICLE CHARGING.

Ongoing Board discussed use of electrical outlets in garage for electric vehicle charging. Mikhanh Pham presented information on a device that will track electricity usage for electric vehicles. Board discussed sending out a survey to the members seeking interest and feedback.

ADJOURN.

The meeting was adjourned at 8:31 p.m.

Next meeting scheduled for Tuesday, October 19, 2021 at 6:00 p.m. either at the Pool House or via video/teleconference TBD.

Signed Approved by the Board of Directors Date 10/19/21