

NORMANDY BY THE SEA

Minutes for Open Session Board Meeting

Held on January 15, 2019 at 5:30 pm

Location: Pool House

<http://normandybythesea.org/>

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

Homeowners present: Ron Wichner.

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

MEMBERS' COMMENTS:

Discussion included general maintenance, laundry room and equipment.

APPROVAL OF MINUTES:

M/S/A December, 2018 open session meeting minutes

LANDSCAPE REPORT:

Landscape Committee Member Arjon D'Angelo, JDR representative Sylvia Lopez and Treebeard representative Alvaro Lopez conducted a landscape walk through. No major landscape issues were noted. Treebeard will remove dead leaves and pull grass and weeds throughout property.

MAINTENANCE REPORT:

- Maintenance Calendar
- Inconsistent heat from middle dryer in the A building.
- Pending-Spring on southwest iron gate obsolete. Closing mechanism can be adjusted to close faster but will be louder. A rubber stop can be attached to reduce noise.
- Pending-Roof hatch repair
- Pending-B Building trash chute deflectors to be installed
- Pending-Remove motion sensor balcony lights
- Pending-Stucco patches
- Pending-Proposals to shave edges and fill cracks on fire pit to be solicited
- Pending-Signs at driveway – remove old signs and install new tow sign

FINANCIAL REPORT:

Tabled **December, 2018 unaudited financials pending review by Treasurer**

- Comments on financials submitted by Finance Committee Member, Ron Wichner

OLD BUSINESS:

B24 LEAK UPDATE.

Pending Reports with photos to be submitted if still leaking during next heavy rain.

RESTATEMENT OF GOVERNING DOCUMENTS.

Pending Attorney Elizabeth French to finalize draft with latest changes and meet with Board.

A BUILDING CRACKED PIPE REPLACEMENT.

M/S/A Final proposals reviewed. Board approved Christian Brothers proposal in the amount of \$5,185.49 for A Building drywall and ceiling repairs to be paid from reserves.

LAUNDRY MACHINES INCREASE.

Pending Laundry equipment to be assessed.

NEW BUSINESS:

ELEVATOR CONTRACT.

Closed Board reviewed contract increase for maintenance services by Specialized to \$356.92 per quarter.

LATE FEE WAIVER REQUEST.

M/S/A Upon a motion duly made, seconded and carried, the Board granted a late fee waiver for account

B27 INTERIOR UNIT PIPE LEAK.

Closed Board determined this is a unit issue.

B26 DOOR PAINTING.

Closed Board discussed painting of interior unit doors. Doors are an exclusive use element. However, general touch up and painting can be done by homeowners as needed with paint to match existing.

B BUILDING LAUNDRY ROOM LIGHTING.

M/S/A Board reviewed proposals submitted by Santana Electric for replacement of two or four fluorescent lights. Due to age of lights and need for upgrade, replacement of all four lights approved in the amount of \$825.00 to be paid from reserves.

EXECUTIVE SESSION MEETING – DECEMBER 18, 2018

Tabled To be discussed at February, 2019 meeting.

Next scheduled meeting is Tuesday, February 19, 2019 at 5:30PM at the Pool House.

Regina Balch adjourned the meeting at 6:40 p.m.

Signed _____ /s/ Rosemary Calvi _____ Date 2/19/2019