

NORMANDY BY THE SEA

Minutes for Open Session Board Meeting

Held on October 19, 2021

At 6:00PM at the Poolhouse

<http://normandybythesea.org/>

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

Homeowners present: None.

CALL TO ORDER:

The meeting was called to order at 6:25 p.m.

EXECUTIVE SESSION DISCLOSURE: None

MEMBERS' COMMENTS: B24 submitted an architectural application for railings.

APPROVAL OF MINUTES:

M/S/A September 21, 2021 open session meeting minutes approved.

FINANCIAL REPORT:

M/S/A September, 2021 unaudited financials were reviewed. Gary Malino reported end of fiscal year budget. Operating expenses \$8,2876.24 over budget. JDR to provide breakdown of plumbing credit and items over budget. Upon a motion duly made, seconded and carried, the Board accepted the financials.

CD RECOMMENDATIONS.

M/S/A Board reviewed the maturing CD laddering recommendations and agreed to move the maturing \$40,000 CD into a 24-month CD set to mature in October, 2023. The Board will keep the reserve cash liquid until further review of upcoming projects.

OLD BUSINESS:

RESTATEMENT OF GOVERNING DOCUMENTS.

Ongoing Vote extended another 30 days. Membership to be notified. Board decided to extend vote again in an effort to obtain ballots from owners who have not yet voted. Board discussed comments and changes suggested by members including changing CC&R's amendment approval requirement from 51% to 60%. Also, changes to the matrix such as combining windows and sliders and clarifying owner and HOA responsibility. JDR to provide to attorney for review.

B24 slider.

Pending Breakdown of estimated costs to be submitted to Board. Work to begin December 1.

B26 Windows.

Tabled No Board action at this time.

B27 METAL ROOF.

Pending Board reviewed Archibald Sheet Metal quote. Previous quotes from Associa and Premier Roofing reviewed. Gary Malino will contact vendors to get clarifications on quotes, including warranties and steel vs aluminum materials.

B11/B21 RESTORATION.

Closed All invoices have been paid. Farmers Insurance has closed claim.

HYDROJETTING/CABLING.

M/S/A On October 11, 2021, Scott of Drain Patrol discussed via teleconference the vertical drain videos and answered questions regarding the pipe cabling process, risks and benefits involved. Following discussion and upon a motion duly made, seconded and carried, the Board approved the Drain Patrol final proposal to cable the vertical pipes in the amount of \$3,560.00. The Board did not agree to an annual Preventative Maintenance Agreement until the project results can be assessed. Drain Patrol to revise quote as a one-time only project.

BOARD REORGANIZATION.

M/S/A Upon a motion duly made seconded and carried, the Board reorganized officer positions as follows:
Linda Kewin – President
Gary Malino – Treasurer
Lee Stevens – Secretary
Mikhanh Pham – Director
Eileen Quintela – Director

FENCING PROPOSALS.

Pending Board reviewed Associa quote to replace a section of the south fence. Board decided to obtain quotes for entire south fence, approximately 319 linear feet.

RULES & REGULATIONS.

Tabled Rules will be distributed for membership review following Restated Documents voting. JDR provided sample water intrusion policy for Board consideration.

NEW BUSINESS:

B21 SLIDER WALL.

Closed Board reviewed report from owner and determined this in an interior issue. Owner responsible to have the area inspected and repaired. If any HOA issues arise, owner to present to the Board.

A32 WINDOWS.

Closed Board reviewed report from owner and determined this in an interior issue. Owner responsible to have the area inspected and repaired. If any HOA issues arise, owner to present to the Board.

B36 NOISE.

Ongoing A notice regarding noise disturbances and request to resolve noise issues was sent to the Unit owner and tenant. If not resolved, Board will summon owner to a hearing to discuss the matter.

TREE REQUEST.

Closed Board reviewed a request from A21 to reduce more height off the south walkway Cypress hedges and trees throughout the property. The Board considered the quote from Atlas Tree Trimming to stair step trim the hedges for an additional \$1,500.00. Upon a motion duly made, seconded and carried, the Board decided the cost was significantly over the budgeted tree expense.

LANDSCAPE COMMITTEE.

Tabled The Board will revisit formulating the Landscape Committee objectives. The Board suggested inviting A21 along with other interested owners to join the committee. JDR to contact A21.

LANDSCAPE REPORT.

Treebeard representative Alvaro Lopez and JDR representative Sylvia Lopez conducted an onsite inspection. The area along the south walkway was discussed. Crew has set a sawhorse out by the A building pool area lamppost due to exposed wiring until repaired. Tree trimming scheduled Oct 21-25.

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.
- Fence along south pathway reinforced. Fencing proposals to be obtained.
- A building driveway planter area. Refill hole against building and add fresh sandbags
- 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.

ADJOURN.

The meeting was adjourned at 8:09 p.m.

Next meeting scheduled for Tuesday, November 16, 2021 at 6:00 p.m. either at the Pool House or via video/teleconference TBD.

Signed



Date

12/15/2021