

NORMANDY BY THE SEA

Minutes for Open Session Board Meeting

Held on October 20, 2020

Via Teleconference

<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, Eileen Quintela B34

CALL TO ORDER:

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

MEMBERS' COMMENTS:

Replacement of gate signs.

APPROVAL OF MINUTES:

M/S/A September 12, 2020 open session meeting minutes approved.

LANDSCAPE REPORT:

Treebeard representative Alvaro Lopez and JDR representative Sylvia Lopez conducted an onsite inspection. Alvaro noted a white infestation on areas below Melaleuca trees. May be due to heat, to be checked next month. No additional tree trimmings will be done at this time.

MAINTENANCE REPORT:

- Maintenance Calendar 2020 reviewed
- Stucco on walkway walls
- Sandbags in the lightwells
- 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 September, 2020 unaudited financials were reviewed by the Treasurer and accepted by Board. No concerns reported. End of fiscal year. Ron Wichner asked JDR to ensure auditor is aware the net income of \$35,455.15 includes the special assessment collected for the spa and laundry upgrades.

OLD BUSINESS:

ROOF HATCH.

Pending Ron Wichner provided quotes from Vortex and RSI Roofing for the repair or replacement of the roof hatch. The Board discussed at length the significant

difference in quotes as well as the contractors and the work involved. JDR recommended replacement. Upon a motion duly made, seconded and carried, the Board approved the repair quote from Vortex in the amount of \$4,211.00 to be paid from reserves.

BALCONY FASCIA/WOOD REPAIRS.

Closed This item will be moved to pending maintenance items.

ELEVATOR ROOM DOORS.

Closed This item will be moved to pending maintenance items.

FRONT DOOR PAINTING PROPOSAL.

Closed Hallway and unit front doors and a B garage wall were painted. Painters did a good job.

LIGHTING UPDATE.

Ongoing Horizon Lighting scheduled to replace garage lighting fixtures this week.

A12 & B24 ISSUES.

Closed A mold test at B24 was completed by Rarefied Environmental. Owner Eileen Quintela was updated with the mold test report. Generally, the samples were in the acceptable range. JDR to send the test report to Eileen as well as the official summary once received. B24 and A12 to monitor for leakage.

B26 Windows.

Tabled No Board action at this time.

RESTATEMENT OF GOVERNING DOCUMENTS.

Ongoing Board reviewed the email from the attorney requesting confirmation from the Board regarding windows. Unless there are any further comments from Linda Kewin, attorney to proceed with draft as submitted by Board. Once attorney completes review, draft will be sent to membership for review and comment.

NEW BUSINESS:

POST-ELECTIONS OFFICER ORGANIZATION.

Tabled To be discussed when all members are present.

A11 WINDOW INSTALLATION APPLICATION

M/S/A Upon a motion duly made, seconded and carried, the Board approved A11 Linda Kewin's architectural application for replacement of windows and slider by B&M Windows.

B35 WINDOWS.

Ongoing JDR to contact Andersen Windows and schedule access to unit to take photos of the window per Andersen instructions.

B BUILDING ROOF PROPOSALS.

Closed Board did not approve replacement of the B building roof at this time. JDR recommended replacement.

B BUILDING DRAIN BACKUP.

Board discussed the clearout overflow in the B water heater closet and assessing charges for remediation and plumbing to B16. JDR reported per plumber this is a mainline issue that was cleared out by access through B16.

PLUMBING PROPOSALS.

Board reviewed Drain Patrol's quote of \$1,690.00 to replace the cracked pipe in the garage. JDR will contact plumber for specifics on toilet replacement and contact B14 owner regarding sharing cost accordingly.

LAUNDRY COIN BOXES.

Ron Wichner will work with QuikTec to obtain replacement coin box keyed to match new laundry machines key.

DOGS.

Board discussed the number of dogs at Unit B22. To date, a letter has not been sent. The Board instructed JDR to send a letter immediately to notify owner and tenant that, per the Association Rules, only two dogs are allowed in the Unit.

ADJOURN.

Board President Regina Balch adjourned the meeting at 7:08 p.m.

Next meeting scheduled for Tuesday, November 17, at 5:30 p.m. either at the Pool House or via teleconference TBD.

Approved by the Board of Directors ***11/17/20***

Signed _____ Date _____