

# **NORMANDY BY THE SEA**

Minutes for Open Session Board Meeting

Held on November 17, 2020

At 5:30PM at the Pool House

<http://normandybythesea.org/>

**Board Members Present:** Regina Balch (President), Linda Kewin (Vice President), Kathi Stevenson (Treasurer), Mikhanh Pham (Director) and Lee Stevens (Director) were present. JD Richardson (JDR) was represented by Sylvia Lopez.

**Homeowners present:** Eileen Quintela B34

## **CALL TO ORDER:**

**Board President Regina Balch called the meeting to order at 5:30 p.m.**

## **BOARD RESIGNATION:**

**M/S/A** Upon a motion duly made, seconded and carried, the Board accepted Kathi Stevenson's resignation from the Board of Directors.

## **BOARD APPOINTMENT:**

**M/S/A** Eileen Quintela was nominated to the Board of Directors. Eileen Quintela accepted the nomination. Upon a motion duly made, seconded and carried, the Board accepted the nomination and appointed Eileen Quintela to the Board of Directors.

## **MEMBERS' COMMENTS:**

Stucco patches to maintenance items. Firewatch onsite last week.

## **APPROVAL OF MINUTES:**

**M/S/A** **October 20, 2020 open session meeting minutes approved.**

## **LANDSCAPE REPORT:**

Treebeard representative Alvaro Lopez and JDR representative Sylvia Lopez conducted an onsite inspection. The geraniums in the planter at the parking lot are not doing well. Bubblers were recently installed but the recent heat wave may have affected the plants. Alvaro suggested waiting for spring to see if plantings come back.

## **MAINTENANCE REPORT:**

- Maintenance Calendar 2020 reviewed
- Termite tenting in 2024 to be added to calendar
- Update calendar for 2021
- Stucco on walkway walls and building exteriors
- 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**      **October, 2020 unaudited financials were reviewed by the Treasurer and accepted by Board.** Delinquent balances to be reviewed.

**OLD BUSINESS:**

**ROOF HATCH.**

Pending      Vortex has ordered materials and will contact JDR when repair is scheduled.

**GARAGE LIGHTING.**

Ongoing      Horizon to come back out to replace electrical boxes. Bulbs to be picked up and light fixture replacement above B27 parking space to be completed.

**B WATER HEATER DRAIN CLEAROUT EXPENSE.**

Closed      The clearout and remediation work performed in the B laundry room and water heater closet was determined to be an Association expense.

**B35 Window.**

Ongoing      JDR and Ron Wichner went into Unit B35 and provided Andersen Windows with window specs, identification number, and photos. Andersen to come out to the unit to inspect window.

**B26 Windows.**

Tabled      No Board action at this time.

**RESTATEMENT OF GOVERNING DOCUMENTS.**

Ongoing      Board reviewed the draft letter to the community and the changes made by the attorney to the rental restrictions section of the draft CC&R's. The Board questioned the changes and requested JDR contact the attorney for specifics on why the changes are required.

**NEW BUSINESS:**

**B27 WINDOW & SLIDER INSTALLATION APPLICATION**

**M/S/A**      Upon a motion duly made, seconded and carried, the Board approved B27 Lee Stevens' architectural application for replacement of windows and slider by B&M Windows.

**B24 WATERPROOFING.**

Unit B24 Eileen Quintela resubmitted a request for waterproofing of her deck and slider frame. JDR to schedule an inspection by a third contractor for a quote. Upon a motion duly made, seconded and carried, the Board approved this work not to exceed \$3,500.

**ROOF LIGHTWELL RAILINGS.**

Roofers to be contacted for quotes to replace the railings.

DRAIN PATROL PIPE REPLACEMENT PROPOSAL.

Tabled Board to discuss at December meeting.

POST-ELECTIONS OFFICER ORGANIZATION.

Tabled Board will organize officer positions in January.

**ADJOURN.**

**Board President Regina Balch adjourned the meeting at 7:04 p.m.**

Next meeting scheduled for Tuesday, December 15, at 5:30 p.m. either at the Pool House or via teleconference TBD.

***Approved by the Board of Directors***

***12/15/20***

Signed \_\_\_\_\_ Date \_\_\_\_\_