# NORMANDY BY THE SEA

Minutes for Open Session Board Meeting Held on November 19, 2019 at 5:30 pm Location: Pool House

http://normandybythesea.org/

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

Homeowners present: None

Guest Michael Berg did not attend.

Board President Regina Balch called the meeting to order at 5:47 p.m.

#### **MEMBERS' COMMENTS:**

Sprinklers schedule, drains and stairwell lights in A Building discussed.

#### **APPROVAL OF MINUTES:**

M/S/A September 14, 2019 open session meeting minutes approved.

## LANDSCAPE REPORT:

Treebeard representative Alvaro Lopez was on vacation. Landscape walk conducted separately by Treebeard and JDR representative Sylvia Lopez. Overseeding done. Dead plants at south side planter to be removed. Lawns overseeded.

#### MAINTENANCE REPORT:

- Maintenance Calendar
- Elevator key repair update
- Fascia painting
- Repairs list for Centerpoint to be scheduled with laundry room renovations.
- To prevent plumbing backups, Owners can check/replace elbow pipes and clear out drains regularly with hot water flush, Drano, Liquid Plumber, etc.

## **FINANCIAL REPORT:**

M/S/A October, 2019 unaudited financials reviewed by Treasurer and accepted by Board Ask investment representative about purchasing \$30K-40K CD, Update signatures.

## **OLD BUSINESS:**

# B24 LEAK & B34 WATER TEST UPDATE.

Pending Renewal by Andersen resealed the slider in B24. To be tested at next rain.

# LAUNDRY ROOM SPECIAL ASSESSMENT.

Passed T

The ballot count was held in an open meeting on October 25, 2019 at the office of JD Richardson Co. Sylvia Lopez was authorized as Voting Inspector to count the ballots

received. The vote passed 20-4 in favor of the special assessment to fund the laundry room renovation and spa remodel. have been sent. The membership was notified via email and first class mail.

#### ROOF INSPECTION.

Pending

McDonell Roofing was expected to be out in October. JDR to follow up and schedule inspection of A building roof (replaced 2017) and assessment of B building roof.

# RESTATEMENT OF GOVERNING DOCUMENTS.

Tabled

No action taken at this time.

## **NEW BUSINESS:**

#### B16 LEAK.

Closed

The Board reviewed the email from the B16 unit management company and photos of the exterior area. Management company to report back if there are any HOA issues.

# AC UNITS.

Closed

Board reviewed letter from A12 regarding concerns of noisy AC units installed in the building. Now that summer is over, this is not an issue. Most of these units have been removed or tenants moved. Board will remain aware of concern when weather warms.

#### BALCONY REPAIR.

Pending

Board reviewed letter from A12 regarding fascia and wall issues. Centerpoint or Christian Brothers to inspect.

# LAUNDRY ROOM, MACHINES & SPA SCHEDULING.

Ongoing

JDR to schedule with Centerpoint and flooring and laundry machine vendors. Centerpoint tentatively scheduled December 3, 2019 as start date pending scheduling. Spa will be scheduled in January per Aquaspecs.

## CARPET REPLACEMENT.

Ongoing

Replacement of section of carpet in front of B15 cannot be completed. Carpet roll in storage does not match lobby carpet. JDR to get bids for carpeting of first floor on B Building.

#### AUDIT.

Pending

Audit and taxes were completed by Sonnenberg but came in just before meeting. The audit will be provided to the Board for review and vote to approve at December meeting. Audit to be distributed to membership by December 31.

Board President Regina Balch adjourned the meeting at 6:42 p.m.

Next meeting scheduled for Tuesday, December 17, 2019 at 5:30p.m. at the Pool House.

Signed Roomary Calui Date 12/16/2019