

## **NORMANDY BY THE SEA**

Minutes for Open Session Board Meeting

Held on December 15, 2020

At 5:30PM via Zoom video conference

<http://normandybythesea.org/>

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

**Homeowners present:** Ron Wichner, B32

### **CALL TO ORDER:**

**Board President Regina Balch called the meeting to order at 5:37 p.m.**

### **MEMBERS' COMMENTS:**

Topics discussed included towing sign on side of pool house to be cleaned, lighting, elevator.

### **APPROVAL OF MINUTES:**

**M/S/A November 17, 2020 open session meeting minutes approved.  
November 17, 2021 executive session meeting minutes approved.**

### **LANDSCAPE REPORT:**

Treebeard representative Alvaro Lopez and JDR representative Sylvia Lopez conducted an onsite inspection. Gopher mounds were noted. Pest control will be addressing. Hedging along west perimeter inspected. This will not be trimmed due to maturity and bare branches exposure if cut back.

### **MAINTENANCE REPORT:**

- Maintenance Calendar 2020
- Stucco on walkway walls and building exteriors
- Sandbags now in storage in B building under stairwell; to be placed around property and in lightwells as needed.
- 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 November, 2020 unaudited financials were reviewed and accepted by Board.** Ron Wichner questioned delinquent balances. JDR has sent notices to homeowners for payment of past due balances.

## **OLD BUSINESS:**

### **ROOF HATCH.**

Ongoing Ron Wichner reported that Vortex did a nice job of repairing the hatch. Hinges were replaced and a latch was added. The Vortex supervisor recommended two more hinges be installed. Vortex to submit quote.

### **GARAGE LIGHTING.**

Ongoing Horizon has generated a work order to come back out to pick up bulbs and replace light fixture replacement above B27 parking space. Electrical box replacements are also to be completed.

### **DRAIN PATROL VERTICAL PIPE JETTING.**

Tabled To be reviewed in January.

### **RAILINGS.**

Pending JDR to meet with All American Roofing on December 16<sup>th</sup> to inspect the lightwell railings on the roof. Options and quote for replacement to be provided.

### **B24 SLIDER.**

Ongoing Pending proposal from Pacific Coast Construction. Pacific Coast recommended that the three stack be waterproofed to prevent likelihood of similar leakage points above sliders from top units down. Also, more cost effective with crew and scaffolding needed.

### **B35 WINDOW.**

Ongoing Andersen Windows to schedule tech inspection.

### **B26 Windows.**

Tabled No Board action at this time.

### **RESTATEMENT OF GOVERNING DOCUMENTS.**

Ongoing Board requested latest draft of CC&R's from attorney showing comments and changes.

## **NEW BUSINESS:**

### **AUDIT.**

Pending The draft audit review report for 2019-2020 fiscal year was reviewed. Ron Wichner questioned the Interfund Transfer amount. This refers to the reserve allocations not made in 2017 and 2018 in the amount of \$12,412.00. The Board agreed this matter was reviewed at previous meetings and disclosed to the membership in minutes and 2018 annual meeting that reserve allocations could not be paid due to unexpected operating expenses and the reserves could not be funded this amount without an increase in assessments. This matter is closed. JDR to contact

