

NORMANDY BY THE SEA

Minutes for Open Session Board Meeting

Held on April 21, 2020 at 5:30 pm

Held Via TeleConference

<http://normandybythesea.org/>

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

Homeowners present: Ron Wichner, Unit B32

Board President Regina Balch called the meeting to order at 5:31 p.m. Meeting held via teleconference due to the Coronavirus outbreak.

GUEST PRESENTATION – INSURANCE:

Michael Berg of Berg Insurance joined the meeting to discuss insurance options and answer questions. Mr. Berg recommended the increase of umbrella coverage from \$2,000,000 to \$5,000,000, and lower \$1,000,000 general liability coverage. This will result in more overall coverage and a premium savings of \$856.

Mr. Berg also discussed with the Board: Walls In vs Bare Walls coverage, deductible options, coverage clarifications and HOA and owner responsibility. The Board agreed to allow Mr. Berg to contact the HOA attorney to discuss insurance language in the CC&R's.

M/S/A Insurance renewal approved. Per Berg recommendation, umbrella coverage to be increased to \$5,000,000.

MEMBERS' COMMENTS:

Dog poop in the common area and dogs not on leash was discussed.

APPROVAL OF MINUTES:

M/S/A March 17, 2020 open session meeting minutes approved.

LANDSCAPE REPORT:

Treebeard representative Alvaro Lopez and JDR representative Sylvia Lopez conducted separate onsite inspections. Treebeard provided a punchlist of landscape items included in meeting packet for board review. Sylvia Lopez requested Treebeard to trim the western perimeter hedges along the path. No other landscape issues observed.

MAINTENANCE REPORT:

- Maintenance Calendar 2020
- Fire safety inspections scheduled
- A Bldg laundry room clearout installed by Ability, drywall to be patched
- B laundry table holes in wall filled and painted, outlet replaced by Centerpoint
- Pool heat to be kept off until pool is reopened after COVID-19

- Schedule pipe leak repair at A10/A11 parking spaces
- Sandbags in the lightwells
- Continue repairs list for Centerpoint
- 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 March, 2020 unaudited financials were reviewed by the Treasurer and accepted by Board.

OLD BUSINESS:

B24 LEAK & B34 WATER TEST UPDATE.

Closed No further leaks have been reported. This matter has been closed.

ROOF INSPECTION.

Pending Certified letter resent to McDonnell Roofing to schedule inspections of the A building roof (replaced 2017) and assessment of B building roof.

LAUNDRY ROOM, MACHINES & SPA SCHEDULING.

Ongoing Flooring installation scheduled for May 4-6. Laundry rooms to be closed. Day 1 remove all items in laundry rooms. Day 2 install flooring. Day 3 install machines. JDR to coordinate.

A BUILDING WATER RUNOFF.

Tabled The Board reviewed the quote from Centerpoint to concrete the driveway planter and landscaping area in front of A16 balcony in the amount of \$10,682. Board decided to postpone this project.

ELEVATOR ISSUES.

M/S/A Board agreed to have the attorney direct a letter to Specialized Elevator to terminate the contract due to poor service, failure to log onsite visits, lack of response and incorrect billing.

B BUILDING 1ST FLOOR CARPET

Pending Metro Flooring to provide flooring samples for review by Board Member Mikhanh Pham

REVISED ELECTION RULES.

M/S/A No comments were received by the membership. Board finalized approval of updated election rules.

RESTATEMENT OF GOVERNING DOCUMENTS.

Tabled Linda Kewin, Mikhanh Pham and Ron Wichner will continue to review the CC&R's. No action taken at this time.

NEW BUSINESS:

INSURANCE RENEWAL PROPOSAL.

Approved during discussion with insurance representative, Michael Berg.

GARAGE PIPE PROPOSALS.

M/S/A Board approved Drain Patrol's proposal to replace specified pipes in the B Garage per photos provided in the amount of \$1,379.21 and replace pipes in the B storage areas in the amount of \$598.00 to be paid from reserves.

A LANDSCAPING DRAIN REPAIR.

Pending Board did not approve the proposal for the drain repair at the landscape area in front of A10. Board President Regina Balch will meet with ASAP Plumbing to discuss the specific pipe section to be replaced.

POWERWASHING PROPOSALS.

Pending Hydrojetting project will be postponed until June due to Coronavirus. Powerwashing scope of work to be clarified. Board to review at next meeting.

ADJOURN.

Board President Regina Balch adjourned the meeting at 6:58 p.m.

Next meeting scheduled for Tuesday, May 19, 2020 at 5:30p.m. at the Pool House.

Signed _____ Date _____