

NORMANDY BY THE SEA

Minutes for Open Session Board Meeting

Held on May 19, 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) joined midway through meeting. JD Richardson (JDR) was represented by Sylvia Lopez.

Homeowners present: Ron Wichner, Unit B32

CALL TO ORDER:

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

MEMBERS' COMMENTS:

Comments included dryer setting adjustments to 60 minute cycles.

APPROVAL OF MINUTES:

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

LANDSCAPE REPORT:

Treebeard representative Alvaro Lopez and JDR representative Sylvia Lopez conducted an onsite inspection. A building front entrance and courtyard planter plants identified for trimming. The parking lot planter will be assessed for irrigation and planting improvements. Trees at driveway and south path discussed.

MAINTENANCE REPORT:

- Maintenance Calendar 2020 reviewed
- Fire safety inspections completed
- Pagoda light at B entrance fixed, damaged and fixed again.
- A Bldg laundry room drywall patched
- Pipe leak repaired at A10/A11 parking spaces
- Hydrojetting and powerwashing scheduled for mid-June
- Sandbags in the lightwells
- Pool skimmer and hook poles to be hung
- Centerpoint to repatch A sink and both extinguisher box areas
- Centerpoint to paint front doors. Regina and JDR to compile list.
- 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 April, 2020 unaudited financials were reviewed by the Treasurer and accepted by Board. Treasurer Kathi Stevenson reviewed for budget variances and noted an

increase in plumbing expenses. Ron Wichner noted budget figures are in line to date.

OLD BUSINESS:

ROOF INSPECTION.

Pending Val Pfiefel of McDonnell Roofing inspected both roofs. The A building roof (replaced 2017) has no issues, looks good. Val did recommend maintenance clear off gravel and other debris to avoid pits and punctures in the roof material. This can occur when stepped on or heavy equipment is dropped on materials. The B building was assessed, pictures and measurements were taken and Val will provide a report and proposal for roof replacement.

LAUNDRY ROOM, MACHINES & SPA SCHEDULING.

Closed Laundry Room Remodel is complete.

ELEVATOR ISSUES.

Ongoing Per attorney letter sent May 8, 2020, the contract has been terminated. JDR to confirm if Specialized Elevator responded to attorney. Guardian to be brought on as service contractor.

B BUILDING 1ST FLOOR CARPET

Ongoing Samples from Metro Flooring did not match existing flooring. More samples to be obtained. Unique Flooring installed A building carpet in 2017 and is to be contacted for samples to be reviewed by Mikhanh Pham.

RESTATEMENT OF GOVERNING DOCUMENTS.

Ongoing Linda Kewin, Mikhanh Pham and Ron Wichner are continuing to work on CC&R's. Plumbing, water issues and insurance are being assessed. Once finalized, the committee will meet with the Board to review. No action taken at this time.

NEW BUSINESS:

RESERVE STUDY.

M/S/A The proposal from Sonnenberg & Company for the 2021 reserve study was approved in the amount of \$425.00 to be paid from the operating budget.

ANNUAL MEETING ELECTION NOTICE.

M/S/A Board approved the annual meeting date to be scheduled on September 12, 2020. JDR to distribute annual meeting notice and materials in accordance with election timeline. 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.

SLIDER INSTALLATIONS/B24 & B26.

M/S/A B24/Mikhanh Pham: Submitted architectural application for installation of windows. Board approved the installation pending additional information on

window manufacturer, specifications, photos and installation contractor requirements. JDR to work with Mikhanh to compile information.

Pending B24/Eileen Quintela: Submitted email offering to provide proposal for waterproofing of deck. Board agreed to review proposal upon receipt.

ELEVATOR DOORS.

Pending Doors to elevator rooms in both buildings to be replaced with new louvred doors and add plexiglass to bottom half to prevent damage. Centerpoint to provide proposal.

ROOF HATCH.

Pending The B roof hatch needs repair or replacement. Val of McDonnell Roofing photographed the hatch and will contact roof hatch contractors for recommendations and costs.

LAUDNRY ROOM EXPENSES.

Pending JDR requested review of laundry room ancillary expenses not included in the special assessment. JDR will provide complete list of expenses for Board to review and determine at June meeting whether to pay expenses from operating or reserves.

ADJOURN.

Board President Regina Balch adjourned the meeting at 7:07 p.m.

Next meeting scheduled for Tuesday, June 16, 2020 at 5:30p.m. at the Pool House.

Signed Rosemary Calvi Date 6/15/2020