

NORMANDY BY THE SEA

Minutes for Open Session Board Meeting

Held on June 15, 2021

At 5:30PM via Zoom video conference

<http://normandybythesea.org/>

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

Homeowners present: Ron Wichner

CALL TO ORDER:

The meeting was called to order at 5:32 p.m.

EXECUTIVE SESSION DISCLOSURE: None

MEMBERS' COMMENTS: None.

APPROVAL OF MINUTES:

M/S/A June 1, 2021 open session meeting minutes approved.

LANDSCAPE REPORT:

Treebeard representative Alvaro Lopez and JDR representative Sylvia Lopez conducted an onsite inspection. The plants in the parking lot planter are not thriving. Alternatives to be considered, rocks, succulents, native species. Regular tech Lucio is injured and temporary techs will be sent to the property until he returns. Hedges will be trimmed once plants finish blooming and will be trimmed away from wall. Contact Rick Ireton, neighbor complaining about trimmer noise. Noise is temporary and tolerable.

MAINTENANCE REPORT:

- Maintenance Calendar 2021 reviewed
- Associa maintenance tech onsite 8 hours on second Thursdays of the month. Punchlist to be generated by first of each month.
- Stucco on walkway walls and building exteriors; part of monthly maintenance
- Sandbags now in storage in B building under stairwell; to be placed around property and in lightwells as needed during storms.
- 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, enzyme drain products, Drano, Liquid Plumber, etc.

FINANCIAL REPORT:

M/S/A May, 2021 unaudited financials were reviewed and accepted by Board. Financial Committeeperson Ron Wichner advised board to be careful about reserve

spending. Building maintenance and plumbing have exceeded budget. Ron reported telephone expenses have increased significantly. JDR to research and report.

OLD BUSINESS:

B24 slider.

Pending Breakdown of estimated costs to be submitted to Board.

B26 Windows.

Tabled No Board action at this time.

B27 METAL ROOF.

Ongoing Associa Maintenance submitted a quote to replace the metal roof for \$5,825.00. Additional bids are to be obtained.

B11/B21 RESTORATION.

Ongoing R&M and JDR reached out to homeowner to complete the carpet installation. Owner had not approved carpeting presented by restoration company. Resident to submit acceptable carpeting or approve carpeting provided to complete the work.

B15/B25 RESTORATION.

Ongoing Vertical pipe has been replaced. Christian Brothers is completing restoration this week. Solana Flooring quote is pending.

VERTICAL PIPES.

Pending Board discussed potential preventative measures and solutions to common area plumbing issues. Vertical pipes were discussed including vent and wet drains, camera scoping and cabling options. JDR to coordinate a meeting with the Board and Drain Patrol to gain knowledge on pipes, prevention and options.

TREE REMOVAL.

Tabled No discussion or action taken by Board.

CONCRETE SIDEWALK PROPOSALS.

M/S/A Board approved the quote from Restoration Systems to repair the contract sidewalk area damaged by the tree on the A building south walkway including demo the concrete, remove the roots and repour the concrete in the amount of \$1,325.00 to be paid from reserves.

FIREWATCH ALARM BOX.

M/S/A Board approved the Firewatch proposal to replace the antenna for the B building in the amount of \$947.82. Firewatch has determined that due to low cell signal, the daily alarm test signal is interrupted and setting off the panel.

RESTATEMENT OF GOVERNING DOCUMENTS.

Ongoing Scheduling of CC&R's distribution, communication and voting. Voting will be done concurrently with annual meeting board election voting. CC&R's to be sent out in late July for 30 day review and balloting.

NEW BUSINESS:

BOARD MEMBER APPOINTMENT/REORGANIZATION.

M/S/A Board appointed Linda Kewin as Treasurer until annual meeting in September. Membership to be notified of vacant board position available in annual meeting notice.

INTERIOR DOOR PAINTING.

Ongoing Associa maintenance to paint unit doors. Eblast to be sent to notify residents of next date and that they must be home to have door painted.

B25 ARCHITECTURAL APPLICATION.

M/S/A Board retroactively approved the architectural application for the interior improvements installed prior to owner move-in. The Board wants all applications to be submitted per the proper application process. No improvements are to start prior to review and approval by the Board.

Pending The windows application was not submitted in time for the meeting. The Board was informed that the owner intends to use BM Windows, the same company that has recently installed several other unit windows.

RULES-ABSENTEE OWNERS CLAUSE.

Tabled. No discussion or Board action at this time.

SPA CHEMICAL CONTROLLER PROPOSAL.

DECLINED Board did not approve the quote to install a chemical controller proposal in the spa. JDR to research chemical testing.

COVID-19 UPDATE.

Reviewed Board discussed the recent COVID restriction changes. Pool and spa are open.

EARTHQUAKE INSURANCE PROPOSAL.

DECLINED The Board did not approve the earthquake coverage proposal in the amount of \$10,299.

FIREWATCH TRASH CHUTE/SPRINKLERS/STANDPIPE PROPOSALS.

M/S/A Board approved 5 year certification standpipe hose testing at \$596 and fire sprinkler pipe and riser replacement \$738.42 .

Pending Additional quotes to be obtained for trash chute replacement in A building.

FHA RENEWAL.

Closed The FHA Renewal process is complete. The HOA is renewed for FHA and VA eligibility.

