

Normandy by the Sea
Board of Directors General Session Meeting Minutes
June 29, 2022, at 6:00 PM

Call General Session Call to Order

- Meeting called to order at 6:01 p.m.

Attendance

- Linda Kewin, President
- Gary Malino, Treasurer
- Lee Stevens, Secretary
- Richard Curley, Director-at-Large
- Eileen Quintela, Director-at-Large
- John Farizell, Management (RPMS)
- Three Interested Owners

Approval of General Session Minutes

- Due to the fact that prior management did not have minutes available to review at this time the Board agreed to table the matter.

Homeowner Forum (limited to three minutes per Owner)

- Owners spoke regarding termites, plumbing and trash service.

General Session Correspondence

- None at this time.

Landscape Walk Notes/Proposals

- Walk notes were not provided for this meeting. Management to ask vendor for future months notes.

Old Business

- **Termites:** The Board agreed to proceed with case-by-case treatments not to exceed \$500 at management level. Any variance or cost above \$500 should be brought to the Boards attention for approval.
- **Elevators:** The Board shared some maintenance concerns regarding the elevators. The A building ballast is out. Monthly service is needed on both elevators. Annual permit needs to be current. The B building elevator has new keys which need to be distributed to the Owners.
- **Roof Balusters:** The Board would like for the roofs to be inspected for maintenance. When inspecting the Board would like for the balusters to be maintained as they are loose/bang when windy. Both buildings need to be inspected.

New Business

- **Monthly Maintenance and Landscape Walk:** The Board and management agreed to hold the monthly walk on the second Tuesday of each month at 2:00 p.m.
- **Fences:** The Board agreed to have the South perimeter fence repaired/replaced/painted as needed.
- **Security Cameras:** The Board agreed to table this topic indefinitely.
- **Balcony Inspections:** The Board and management agreed to contract for inspections at the first quarter of 2023.
- **Trash Service:** Management to ensure that the new service provider mandated by the city is servicing the community twice a week.
- **Insurance:** The Board would like management to shop the current policy.

Financial review for the month of May

- Financials were not received from prior management at the time of this meeting.

Adjournment

- The meeting was adjourned at 6:58 p.m.

SECRETARY'S CERTIFICATE

By signing below, the Board of the Normandy by the Sea does hereby certify that the foregoing is a true and accurate representation of the General Session meeting which took place on June 29, 2022, as approved by the Chairman of the Meeting and Board of Directors.

Linda Kewin

[Linda Kewin \(Mar 8, 2023 08:37 PST\)](#)

Board Member Signature

Mar 8, 2023

Date








2022_06_29_GS_Meeting_Minutes_NBTS

Final Audit Report

2023-03-08

Created:	2023-02-20
By:	John Farizell (john@rpmsca.com)
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"2022_06_29_GS_Meeting_Minutes_NBTS" History

-  Document created by John Farizell (john@rpmsca.com)
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-  Document emailed to lkewin@roadrunner.com for signature
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-  Email viewed by lkewin@roadrunner.com
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2023-03-08 - 4:36:47 PM GMT
-  Signer lkewin@roadrunner.com entered name at signing as Linda Kewin
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-  Document e-signed by Linda Kewin (lkewin@roadrunner.com)
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