

Normandy by the Sea
Board of Directors General Session Meeting Minutes
October 5, 2022

Call General Session Call to Order

- Meeting called to order at 6:05 p.m.

Attendance

- Linda Kewin, President
- Gary Malino, Treasurer (Not in Attendance)
- Lee Stevens, Secretary
- Richard Curley, Director-at-Large
- Eileen Quintela, Director-at-Large
- John Farizell, Management (RPMS)
- One Interested Owner

Approval of General Session Minutes

- The Board reviewed and unanimously approved the prior meetings minutes with minor revisions to take place prior to signing.

Work Orders

- The Board reviewed the work order log with no further action taken at this time.

Homeowner Forum (limited to three minutes per Owner)

- Owner spoke regarding plumbing and roofs.

General Session Correspondence

- The Board reviewed and unanimously approved an ACR from the Owner of B16 to replace windows, flooring, cabinet, toilets, and paint contingent on window specifications being shared.

Landscape Walk Notes/Proposals

- The Board reviewed the walk notes, after review they would like to inform the landscape vendor that the South side of Building A needs some attention.

Old Business

- **Trash Service:** The Board will call EDCO and ask about the compost program for the community.
- **Landscape Vendor:** This topic is tabled until proposals are received for monthly service.
- **Annual/Election Meeting:** The board unanimously agreed to the election rules as presented.

New Business

- **ACR Process/Protocol** the Board would like to remind Owners during escrow of the limitations on architectural modifications. In addition, the Board agreed to send management content for a newsletter to be sent to all Owners regarding this matter.
- **Reserve Study:** The Board reviewed and unanimously approved the 2023 reserve study as presented.
- **Turf Enhancements:** The Board tabled this conversation and would like to wait until a landscape vendor is in place. Management to ask the current vendor for their thoughts and proposal.
- **Solar:** Management to set up a meeting with a Solar vendor and Director Curley.
- **Stucco:** The Board agreed again to repair all stucco around windows and doors and to go to bid for building renovations.

Financial review for the month of July

- The Board reviewed and unanimously approved the July financials, as presented, pending yearend CPA review.

Adjournment

- The meeting was adjourned at 7:17 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 October 5, 2022, as approved by the Chairman of the Meeting and Board of Directors.

Linda Kewin

[Linda Kewin \(Mar 8, 2023 08:39 PST\)](#)

Board Member Signature

Mar 8, 2023

Date

2022_10_05_GS_Meeting_Minutes_NBTS_Draft

Final Audit Report

2023-03-08

Created:	2023-02-20
By:	John Farizell (john@rpmsca.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAahi-py1v0EmJ2HAFYChYafUFvRkNIBnB

"2022_10_05_GS_Meeting_Minutes_NBTS_Draft" History

-  Document created by John Farizell (john@rpmsca.com)
2023-02-20 - 11:12:01 PM GMT
-  Document emailed to lkewin@roadrunner.com for signature
2023-02-20 - 11:12:13 PM GMT
-  Email viewed by lkewin@roadrunner.com
2023-02-21 - 3:17:11 AM GMT
-  Email viewed by lkewin@roadrunner.com
2023-03-08 - 4:38:47 PM GMT
-  Signer lkewin@roadrunner.com entered name at signing as Linda Kewin
2023-03-08 - 4:39:21 PM GMT
-  Document e-signed by Linda Kewin (lkewin@roadrunner.com)
Signature Date: 2023-03-08 - 4:39:23 PM GMT - Time Source: server
-  Agreement completed.
2023-03-08 - 4:39:23 PM GMT