

**Normandy by the Sea**  
**Board of Directors**  
**General Session Meeting Minutes**  
**November 30, 2022**

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Call General Session Call to Order

- Meeting called to order at 6:43 p.m.

Attendance

- Linda Kewin, President
- Gary Malino, Treasurer
- Lee Stevens, Secretary
- Richard Curley, Director-at-Large
- Eileen Quintela, Director-at-Large (Not in Attendance)
- John Farizell, Management (RPMS)
- No owners in attendance

Approval of General Session Minutes

- The Board reviewed and unanimously approved the prior meetings minutes as presented.

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)

- No Owners in attendance

General Session Correspondence

- The Board reviewed and unanimously approved an ACR from the owner of A24 to upgrade their windows.
- The Board reviewed and unanimously approved an ACR from the owner of B35 to upgrade their windows.

Landscape Walk Notes/Proposals

- The Board reviewed the walk notes with no further action taken.
- The Board reviewed proposals to renovate the landscape in all common areas and agreed to table the matter at this time.

Old Business

- **Building Improvement Committee:** The Board unanimously approved the formation of a committee for building and community improvements.
- **Building Improvement Committee Charter:** The Board review and unanimously approved the committee charter as drafted.

New Business

- **Building Improvements:** The board will begin soliciting proposals for various maintenance items related to the buildings. They will be starting with balconies and create a schedule of projects based on necessity and cost.

Financial review for the month of September

- The Board reviewed and unanimously approved the financials, as presented, pending yearend CPA review.
- The Board unanimously agreed to reinvest 100K of the reserve funds for a 24-month period.

Adjournment

- The meeting was adjourned at 8:02 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 November 30, 2022, as approved by the Chairman of the Meeting and Board of Directors.

*Linda Kewin*

Linda Kewin (Mar 8, 2023 08:36 PST)

Board Member Signature

Mar 8, 2023

Date








# 2022\_11\_30\_GS\_Meeting\_Minutes\_NBTS\_Draft

Final Audit Report

2023-03-08

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-  Signer lkewin@roadrunner.com entered name at signing as Linda Kewin  
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