

**Normandy by the Sea
Board of Directors
General Session Meeting Minutes
June 21, 2023**

Call General Session Call to Order

- Meeting called to order at 6:04 p.m.

Attendance

- Linda Kewin, President
- Regina Balch, Vice-President
- Eileen Quintela, Secretary
- Kathryn Stevenson, Treasurer
- Richard Curley, Director-at-Large
- John Farizell, Management (RPMS)
- Three 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)

- Owners spoke regarding trees and the special assessment.

General Session Correspondence

- The Board reviewed four requests from Owners wishing to join the building improvement committee. All were approved to join and will be included on future emails and meeting invites.

Landscape Walk Notes/Proposals

- The Board reviewed the walk notes with no further action taken.

Old Business

- **Entry Tree/Insurance Claim:** Director Kewin and management informed the Board that the settlement has been agreed to and signed off. Removal of the stump is scheduled, and once funds are received the planting of the new tree will take place.
- **Community/Building Renovations:** Director Curley shared the discussion topics from the last committee meeting, provided an update on the solar project and explained the need for plumbing inspections in the garages.

New Business

- **Garage Plumbing:** The Board unanimously agreed to proceed with inspections of all pipes and drains in the garage in need of repair. Director Curley will work with the vendor to schedule the inspections. After the inspections the Board will discuss the findings and any proposals from the vendor.
- **Landscape Maintenance:** The Board unanimously agreed to terminate the current vendor. The Board then reviewed three proposals for monthly maintenance and decided to proceed with LaBahns at a cost of \$1,154.00 per month. They will start August 1st.
- **Tree Maintenance:** The Board agreed to seek at least three proposals for community tree maintenance.
- **Compost Program:** The Board discussed the program and agreed to topic the discussion at this time.

Financial review for the month of April

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

Adjournment

- The meeting was adjourned at 6:51 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 21, 2023, as approved by the Chairman of the Meeting and Board of Directors.

Linda Kewin

Linda Kewin (Oct 2, 2023 17:55 PDT)

Board Member Signature

Oct 2, 2023

Date







2023_06_21_GS_Meeting_Minutes_NBTS_Draft

Final Audit Report

2023-10-03

Created:	2023-10-02
By:	Leah Gonzalez (leah@rpmsca.com)
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-  Signer lkewin@roadrunner.com entered name at signing as Linda Kewin
2023-10-03 - 0:55:40 AM GMT
-  Document e-signed by Linda Kewin (lkewin@roadrunner.com)
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