

Normandy by the Sea
Board of Directors
General Session Meeting Minutes
July 19, 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
- Nora Johnson, Management (RPMS)
- Five owners in attendance

Approval of General Session Minutes

- The Board reviewed and unanimously approved the prior meetings minutes as presented. Director Kewin reported an issue with recycling pickup in Building A. She has been in communication with EDCO to ascertain the reason for the missed pickup.

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.
- Homeowner, Ron Wichner, requested a password reset for the RPMS owner's portal so he can access minutes from previous meetings to upload to the Normandy by The Sea website.
 - **Action item:** Management will reset his password and follow up to ensure he is able to access the owner's portal.

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.
 - **Action item:** Management will add Director Balch to the calendar invite for landscape walks.

Old Business

- **Entry Tree Replacement:** The Board discussed a recent incident where a company removing a tree stump caused damage to the irrigation lines.
 - **Action item:** Management was tasked with ensuring that the association is not liable for the costs of irrigation repair.
 - **Action item:** Management will verify when the new tree is being installed.
- **Tree Maintenance:** The Board discussed the need to obtain three proposals for community tree maintenance.
 - **Action item:** Management will seek three vendors and ensure Directors Kewin and Balch are present for walks of the property.
- **Garage Plumbing:** Director Curley presented bids from Drain Patrol to make repairs to the pipes in the garages of Buildings A and B. The Board and members of the improvement committee agreed that they would like to obtain two more bids before proceeding. The Board also discussed the need to strategically plan logistics such as where to store items from lockers during the repairs.
 - **Action item:** Management will create a scope of work from the Drain Patrol bid to distribute to other companies.
- **Community/Building Renovations:** Director Curley provided an update on the solar project and explained some of the challenges working with SDG&E. He is currently working with Johnson Solar. The Board also discussed plans to modernize the exterior of the buildings but agreed to continue discussions once other projects have been completed.

New Business

- **Janitorial Service:** The Board unanimously agreed to terminate the current vendor.
 - **Action item:** The Board would like to engage the services of the mid-range priced vendor presented during the previous RFP.
- **Garage Door Damage:** The Board discussed a recent incident where the garage door to Building B was damaged. One bid from California Garage Doors was reviewed. Due to the current situation of the garage being left open, the Board is eager to expedite this process.
 - **Action item:** The Board would like management to send out a letter to all residents requesting that whoever damaged the door come forward.

Financial review for the month of April

- The Board reviewed and unanimously approved the financials, as presented, pending yearend CPA review.
 - **Action item:** The Board would like the special assessment income separated from regular income.

Adjournment

- The meeting was adjourned at 7:20 p.m.
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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 July 19, 2023, as approved by the Chairman of the Meeting and Board of Directors.

Linda Kewin
Linda Kewin (Oct 2, 2023 11:54 PDT)

Board Member Signature

Oct 2, 2023

Date







2023_07_19_GS_Meeting_Minutes_NBTS_Draft

Final Audit Report

2023-10-03

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By:	Leah Gonzalez (leah@rpmsca.com)
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-  Email viewed by lkewin@roadrunner.com
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-  Signer lkewin@roadrunner.com entered name at signing as Linda Kewin
2023-10-03 - 0:54:34 AM GMT
-  Document e-signed by Linda Kewin (lkewin@roadrunner.com)
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