

Normandy by the Sea
Board of Directors
General Session Meeting Minutes
August 16, 2023
Community Poolroom

Call General Session Call to Order

- Meeting called to order at 6:30 p.m.

Attendance

- Linda Kewin, President
- Regina Balch, Vice-President
- Kathryn Stevenson, Treasurer
- Richard Curley, Director-at-Large
- Nora Johnson, Management (RPMS)
- Four 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. **Action item:** Management to only include work orders from the last 6 weeks on future Board Meeting packets.

Owner Forum (limited to three minutes per Owner)

- Owner, Wichner, raised concerns about the recent spa closure and suggested an automatic chemical regulation system. He spoke to the pool vendor who recommended an automatic wi-fi enabled chemical regulation system, quoting \$4,100. **Action item:** Obtain a proposal from the current pool vendor and obtain two additional bids. Add to October's agenda.
- Owner, Stevenson, discussed balcony repairs and inspections. APEX is no longer willing to submit a balcony proposal due to the state's lack of clear requirements. Jim recommended waiting on the balcony project until the state provides additional insight.
- Director Kewin proposed scheduling a meeting to discuss all pending major projects.
- Homeowner, Jeff, suggested addressing the plumbing and solar projects first before moving onto balcony repairs and inspection.

General Session Correspondence

- There were no General Session topics discussed at this time.

Landscape Walk Notes/Proposals

- The Board reviewed the walk notes from LaBahns Landscape.
- The Board unanimously approved Atlas' tree maintenance proposal.

- **Action item:** Management will schedule the work to be completed as soon as possible.

Old Business

- **Garage Plumbing:** The board reviewed bids from Drain Patrol, ASAP, and Burtech to make repairs to the pipes in the garages of Buildings A and B. The Board unanimously approved engaging the services of Drain Patrol. **Action item:** Director Curley will contract Drain Patrol to move forward.
- **Community/Building Renovations:** Director Curley provided an update on the solar project and explained some of the challenges working with SDG&E.
- **Building B Entry Gate:** The Board unanimously approved ACE's proposal to replace the garage entry door at Building B.

New Business

- **Lockbox Installation:** The Board assessed the proposal presented by LocksmithonCall, which suggested installing a larger lockbox within the lobby of Building A to replace the necessity for separate lockboxes outside the building. However, the Board did not support the idea of having a lockbox within the lobby, as this would still necessitate users to enter the lobby for access, which could potentially result in more lockboxes being placed outside. **Action item:** Management will request an option for an external lockbox and present at the September meeting.
- **Janitorial Service:** After evaluating the bids provided by three janitorial vendors for on-site janitorial services, the Board has chosen CWI at a cost of \$_____ per month as the preferred option. The initial plan is to commence with 6 hours per week and assess the requirement for 8 hours after the first month. **Action item:** Management will terminate the services of the current vendor and engage the services of CWI.
- **2023/2024 Budget Review:** Management presented a proposed budget for 2023/2024. The Board appointed Ron Wichner and the Building Committee to make updates to the budget. **Action item:** The Board would like to move the next meeting up to September 13th, 2023 for budget review.

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. Additionally, they request that the monthly financial statements provide individual monthly totals rather than solely presenting a cumulative year-to-date total.

Adjournment

- The meeting was adjourned at 7:32 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 August 16, 2023, as approved by the Chairman of the Meeting and Board of Directors.

Linda Kewin

Linda Kewin (Oct 2, 2023 17:53 PDT)

Board Member Signature

Oct 2, 2023

Date







2023_08_16_GS_Meeting_Minutes_NBTS_Draft

Final Audit Report

2023-10-03

Created:	2023-10-02
By:	Leah Gonzalez (leah@rpmsca.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjUi8kwMYptvxqjUt77mvnmOJ7CbIMMRB

"2023_08_16_GS_Meeting_Minutes_NBTS_Draft" History

-  Document created by Leah Gonzalez (leah@rpmsca.com)
2023-10-02 - 11:22:59 PM GMT
-  Document emailed to lkewin@roadrunner.com for signature
2023-10-02 - 11:23:17 PM GMT
-  Email viewed by lkewin@roadrunner.com
2023-10-03 - 0:51:47 AM GMT
-  Signer lkewin@roadrunner.com entered name at signing as Linda Kewin
2023-10-03 - 0:53:24 AM GMT
-  Document e-signed by Linda Kewin (lkewin@roadrunner.com)
Signature Date: 2023-10-03 - 0:53:26 AM GMT - Time Source: server
-  Agreement completed.
2023-10-03 - 0:53:26 AM GMT