

NORMANDY BY THE SEA

Minutes for Open Session Board Meeting

Held on February 19, 2019 at 5:30 pm

Location: Pool House

<http://normandybythesea.org/>

Board Members Present: Regina Balch (President), Linda Kewin (Vice President), Rosemary Calvi (Secretary) and Kathi Stevenson (Treasurer). JD Richardson (JDR) was represented by Sylvia Lopez.

Homeowners present: Ron Wichner.

Board President Regina Balch called the meeting to order at 6:03 p.m.

MEMBERS' COMMENTS:

Discussion included general maintenance, storage locker caulking, lighting and laundry room.

APPROVAL OF MINUTES:

M/S/A **January, 2019 open session meeting minutes**

LANDSCAPE REPORT:

JDR representative Sylvia Lopez and Treebeard representative Alvaro Lopez conducted a landscape walk through. No major landscape issues were noted. Treebeard noted bare areas in front of B building, yellow/dead areas on lawn, bushes along B garage and planters. Will keep an eye on these areas as most will come back in the next couple months when spring arrives.

MAINTENANCE REPORT:

- Maintenance Calendar
- Recent rain issues
- Lip around lightwell to prevent water runoff from roof during rains
- Area caulking & stucco
- Fire pit repairs

FINANCIAL REPORT:

M/S/A **December, 2018 & January, 2019 unaudited financials reviewed by Treasurer**

- Comments on financials submitted by Finance Committee Member, Ron Wichner

OLD BUSINESS:

B24 LEAK UPDATE.

Pending Board reviewed photos submitted by owner. Source of leak yet to be determined. Caulking discussed.

RESTATEMENT OF GOVERNING DOCUMENTS.

Pending Board discussed questions and ongoing draft revisions with Attorney Elizabeth French in executive session. No action taken at this time.

LAUNDRY ROOM & MACHINES PROPOSAL.

Pending Proposal submitted by Centerpoint for laundry rooms upgrades. No action taken at this time.

NEW BUSINESS:

B22 LEAK.

Pending Testing to be done in unit. Source of leak to be determined. PrimeCo to be contacted to inspect deck above prior to additional inspections or repairs.

B12 IMPROVEMENTS.

Pending Board discussed installed electrical improvements. City inspection to be requested.

A27 IMPROVEMENT APPLICATION.

M/S/A Approved as submitted.

CPA RESERVES DISCLOSURE RECOMMENDATION.

Closed CPA recommendation reviewed. Board discussed making extra payments in the future to make up reserve funds not paid in 2018 due to large operating expenses. Membership previously notified at 2018 annual meeting and documented in October 2018 minutes.

POOL FIRE PIT REPAIR.

Pending JDR to request proposal from Christian Brothers to repair firepit and seal cracks. Research concrete and outdoor fireplace contractors.

Next scheduled meeting is Tuesday, March 19, 2019 at 5:30PM at the Pool House.

Board President Regina Balch adjourned the meeting at 7:26 p.m.

Signed Rosemary Calin Date 3/19/19