

NORMANDY BY THE SEA

Minutes for Open Session Board Meeting

Held on March 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 B32, Larry Templeton B15, Judith Hulse A25, Arjon D'Angelo A21.

Board President Regina Balch called the meeting to order at 5:29 p.m.

MEMBERS' COMMENTS:

Discussion included Arjon D'Angelo request for pest control, Judith Hulse request for insurance information submittal, Regina Balch provided information on the B building leak, janitorial clean ups, A building dryer general maintenance.

B15 IMPROVEMENT APPLICATION.

M/S/A In order to accommodate Unit B15 owner Larry Templeton, Board discussed this agenda item first. Mr. Templeton brought plans of proposed improvements showing extensive interior remodeling, the structural calculations report and provided explanation and answered questions from the Board regarding the project. Board agreed proper permitting, planning and submittal requirements have been satisfied and approved the improvements as submitted.

APPROVAL OF MINUTES:

M/S/A February 19, 2019 open session meeting minutes. Proposed lip project on roof above stairwell to be added to agenda.

LANDSCAPE REPORT:

JDR representative Sylvia Lopez and Treebeard representative Alvaro Lopez conducted a landscape walk through. No major landscape issues were noted. Treebeard will trim areas as needed.

MAINTENANCE REPORT:

- Maintenance Calendar
- Jetting to be done every other year
- A building baseboard replacements
- Handyman contractors
- Lip around lightwell to prevent water runoff from roof during rains
- Area caulking & stucco
- Fire pit repairs

FINANCIAL REPORT:

M/S/A February, 2019 unaudited financials reviewed by Treasurer

- Comments on financials submitted by Finance Committee Member, Ron Wichner
- JDR to provide clarifications regarding AT&T payments, janitorial contract payments and reserve allocation.

OLD BUSINESS:

B24 LEAK UPDATE.

Pending Caulking discussed.

B22 LEAK & HALLWAY REPAIRS.

Pending Coordinate with PrimeCo to assess exterior between B32 and B22. PrimeCo to seal cracks on B32 deck. Christian Brothers to replace baseboards.

B12 IMPROVEMENTS.

Pending City to be contacted regarding permitting of electrical installation.

RESTATEMENT OF GOVERNING DOCUMENTS.

Pending No action taken at this time.

LAUNDRY ROOM & MACHINES.

Pending Rosemary collected vinyl samples. Centerpoint to quote table for laundry rooms. Review costs for dryer for A building.

FIRE PIT REPAIR.

Pending Fireplace/concrete contractors contacted not willing to bid. More to be contacted. At minimum, sealing of table top to be done as soon as possible.

NEW BUSINESS:

A35 LEAK.

Pending Wall opened, ASAP called to investigate and determine cause. At time of meeting, cause not confirmed by ASAP. A35 leak currently being handled by owner. A25 and A15 to coordinate repair and submit to A35.

B27 PODS & ROOF.

Closed Board agreed POD storage unit can be placed in a parking space for 2 days. Unit cannot block access or vehicles. Roof issue noted by Board but will not be repaired at this time.

A BUILDING LAUNDRY LIGHTING PROPOSAL.

M/S/A Santana Electric proposal for lighting in the amount of \$998.00 to be paid from reserves was accepted.

FIREWATCH PROPOSALS & SCHEDULING.

M/S/A Fire alarm inspection accepted and scheduled for April 10th. Trash chute, standpipe and fire sprinkler inspections accepted and will be scheduled with Firewatch.

ASAP BOILER SEDIMENT PROPOSAL.

M/S/A ASAP proposal to perform the annual water heater boiler sediment cleanout in the amount of approximately \$442.00 T&M to be paid from operating.

ANNUAL PIPE JETTING.

Closed Pipe jetting will be conducted every other year.

MINOR AREA & DOOR PAINTING.

Closed This maintenance item that will be performed along with other various general maintenance repairs.

INSURANCE.

Pending Board reviewed terrorist insurance proposal. Board will review renewal policy at next meeting.

FHA RENEWAL.

M/S/A FHA to be renewed.

Next scheduled meeting is Tuesday, April 16, 2019 at 5:30PM at the Pool House.

Board President Regina Balch adjourned the meeting at 6:59 p.m.

Signed Rosemary Colvin Date ~~3-19~~ 4-16-19