

NORMANDY BY THE SEA

Minutes for Open Session Board Meeting

Held on December 17, 2019 at 5:30 pm

Location: Pool House

<http://normandybythesea.org/>

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

Homeowners present: Ron Wichner, Unit B32.

Board President Regina Balch called the meeting to order at 5:32 p.m.

MEMBERS' COMMENTS:

Landscape drains at A building, elevator key, door and minor interior painting.

APPROVAL OF MINUTES:

M/S/A November 19, 2019 open session meeting minutes **approved**.

LANDSCAPE REPORT:

Treebeard representative Alvaro Lopez, Landscape Committee Chairperson Carter Schroy and JDR representative Sylvia Lopez conducted the inspection. Plants in good shape for winter. Treebeard will trim as needed.

MAINTENANCE REPORT:

- Maintenance Calendar
- Elevator key repair scheduled
- Fascia painting
- Centerpoint to provide maintenance schedule
- Repairs list for Centerpoint to be scheduled with laundry room renovations.
- To prevent plumbing backups, Owners can check/replace elbow pipes and clear out drains regularly with hot water flush, Drano, Liquid Plumber, etc.

FINANCIAL REPORT:

M/S/A **November, 2019 unaudited financials reviewed by Treasurer and accepted by Board**
Old remaining balances from prior escrow closings. B27 & A30, to be researched.

OLD BUSINESS:

B24 LEAK & B34 WATER TEST UPDATE.

Ongoing Leaking in B24 and B24 reported after rains. Renewal by Andersen came back and will replace slider in B34.

ROOF INSPECTION.

Pending McConnell Roofing is backlogged. Will schedule roof inspection of A building roof (replaced 2017) and assessment of B building roof.

LAUNDRY ROOM, MACHINES & SPA SCHEDULING.

Ongoing Laundry room painting to be rescheduled with paint color provided by Linda Kewin. Centerpoint to improve painting and clean up. Valve replacements for washers to be

installed. JDR to coordinate with Centerpoint and flooring and laundry machine vendors. Spa remodel will be scheduled in January per Aquaspecs.

TAXES AND AUDIT.

M/S/A Upon a motion duly made, seconded and carried, the Board **approved the 2019 audit and taxes** provided by Sonnenberg. Audit to be mailed to the membership by December 31.

BALCONY REPAIR.

Pending Fascia and balcony repairs to be inspected and scheduled for repair/replacement.

B16 LEAK.

Closed Padilla Plumbing cleared out drain in water heater room below B16. Invoice for work to be paid for HOA clearout only.

RESTATEMENT OF GOVERNING DOCUMENTS.

Tabled No action taken at this time.

NEW BUSINESS:

A BUILDING WATER RUNOFF.

Ongoing ASAP Plumbing and Drain Patrol called out to clear the landscape drains and identified damaged drain running under A10 balcony when heavy rains occur. Repair to be scheduled. Drain Patrol to clear out landscape drain at northeast corner of A building as well. May need to consider French drain or other solution to properly drain these areas.

FIXTURE REPLACEMENT PROPOSALS.

Ongoing JDR to obtain door knobs for laundry rooms. Ability Plumbing to submit proposal for faucet replacement in laundry room.

ELECTRICAL CAPPING PROPOSAL.

Ongoing Centerpoint to quote capping of electrical panels prior to painting.

VALVE & INSULATION PROPOSALS.

Ongoing Ability Plumbing to quote valve replacement and pipe insulation in laundry and water heater rooms.

EXTINGUISHER INSPECTION PROPOSAL.

M/S/A Upon a motion duly made, seconded and carried, the **Board approved the proposal from Firewatch for the annual fire extinguisher inspection** at costs reflected in quote. Final costs to be determined pending inspection and replacement/repairs as needed.

NEW LAWS 2020 UPDATE.

JDR apprised Board of new HOA laws effective January 1, 2020, including upcoming balcony inspection requirements and election rule changes

ADJOURN.

Board President Regina Balch adjourned the meeting at 6:31 p.m.

Next meeting scheduled for Tuesday, December 17, 2019 at 5:30p.m. at the Pool House.

Signed Roemary Calvi Date 12/18/2020