

*Normandy by the Sea Community Association
Minutes of the Regular Session Meeting
Board of Directors
February 11, 2004*

A Regular Session Meeting of the Board of Directors of Normandy by the Sea Community Association was called to order by Michael Kewin at 6:05 p.m. on Wednesday, February 11, 2004 in the clubhouse at 424 Stratford Court in Del Mar, California.

A quorum was established as the following Directors were in attendance:

*Directors present: Michael Kewin
Peter Calvi
Dr. Maurice Miller
Susan Farish
Dr. Steven Balch*

Directors absent: none

*Also present: Wade Andre, N. N. Jaeschke, Inc.
Interested Homeowners:
Nadine Eisen
Camila Risher
Perla Wichner
Ree Miller
Peter Dobies*

HOMEOWNER FORUM

Discussion was held regarding the cleaning of the garage. Management was requested to obtain bids for having the garage steam cleaned. Also discussed was obtaining a better cover for the spa. Management advised the Board the pool contractor would be contacted.

MINUTES

Following review a motion was made, seconded and carried, to approve the Minutes of the Regular Session Board of Directors Meeting held on January 14, 2004.

FINANCIAL

Dr. Miller reviewed the financial reports with the Board for the period ending January 31, 2004. Upon a motion made, seconded and carried unanimously, the financial statements were accepted for placement on file for audit.

Reimbursement Request – The owner of unit B-24 submitted a request for reimbursement for the removal of an abandoned TV left in the "B" garage. A motion was made, seconded and carried, to approve this reimbursement in an amount of \$15.00.

*Normandy by the Sea
Regular Session Board Meeting Minutes
February 11, 2004
Page two of three*

COMMITTEES

There were no committee reports. The Board reviewed proposed Committee Mission Statements submitted by Management. A motion was made, seconded and carried, to approve Mission Statements for the following committees:

*Finance
CC&Rs/By-laws
Architectural Review
Landscape
Maintenance*

MANAGEMENT REPORT

Management submitted a written report, a copy of which is on file.

OTHER BUSINESS

***Janitorial Services:** Management presented a bid for janitorial services for the Association. Following review, a motion was made, seconded and carried, to accept the bid submitted by N.N. Jaeschke, Inc. Janitorial Service in an amount of \$700.00 per month, the contract to become effective March 1, 2004.*

***Laundry Faucet:** Management submitted bids for replacing the faucet in the laundry room in the "B" building. This matter was referred to the maintenance committee for further consideration.*

***Bids for Repaving the Driveway Asphalt:** Management submitted bids for repair of the driveway asphalt. This matter was tabled until new bids could be obtained by Management.*

***Wrought Iron Refurbishment Bids:** Management submitted bids for the repainting of the wrought iron around the Association. A motion was made, seconded and carried, to approve the bid submitted by James Kaser in an amount not to exceed \$1,800.00.*

***Storage of Association Records:** The Board discussed storing the Association's older records on site. Management was requested to coordinate this effort, and to contact the Board when the records would be available.*

***Window Inspection:** Correspondence was reviewed from the owner of unit A21 advising the Board of water damage in the unit. There was question as to who's responsibility the matter was due to the fact the homeowners maintain their own windows. Management was requested to have the area inspected in an amount not to exceed \$100.00 to determine the exact cause of the water damage.*

*Normandy by the Sea
Regular Session Board Meeting Minutes
February 11, 2004
Page three of three*

DRAFT

Web Site: Discussion was held regarding the Association doing their own web site by the homeowners. A motion was made, seconded and carried, to approve the domain name of: Normandybythesea.org A second motion was made, seconded and carried, to approve the amount of \$17.90 for use of the name.

Roof Maintenance: Bids were reviewed for maintenance to be completed on both building roofs. Following review, a motion was made, seconded and carried, to approve the bid submitted by Eberhard Benton Roofing in the amount of \$1,425.00.

Contract for Unit B12: A motion was made, seconded and carried, to ratify the authorization of an additional \$500.00 for mold remedial work that was done in the unit not originally outlined in the previous contract.

Resignation: At this time, Board member Balch submitted his resignation from the Board. The Board reluctantly accepted his resignation, and thanked him for his service to the community.

NEXT WALKTHROUGH

The next Walk Through is yet to be scheduled.

NEXT BOARD MEETING

The next Regular Session Board Meeting is scheduled for Wednesday, March 10, 2004 at the clubhouse at 424 Stratford Court, Del Mar, California.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:15 p.m.

Approved: _____ Date: _____
Secretary