## Normandy by the Sea Board of Directors Meeting Minutes held December 16, 2008 at the Normandy pool house

**Board Directors Present:** Michael Kewin, Clark Henry, and Maurice & Ree Miller. Also present was Cami Surette from Pilot Property Management.

Ron Wichner was absent.

The meeting was called to order at 5:31 pm.

**Open Forum**: No members present.

Unless otherwise indicated, upon motion duly made, the following motions were passed unanimously.

Motioned, Seconded and Approved (MSA): Agenda.

Management Report: To create work order to fix electrical garage A eye, currently not working. Follow up with Coastal plumbing to complete drain plug at North Side A Bldg garage and to give NBTS a proposal for shut off's on vertical (so they don't have to turn water off for the whole building) when a leak occurs. B-15's two electric bills were included in the total of B-25 reimbursement letter, Michael to edit before sending. Elevator clarification sent to Mr. Kewin. Elevators permits are current; management wrote memo advising members. Michael Kewin to post memo in elevator(s). Received check from McDonald regarding repairs to driveway, need to schedule repairs. Management to confirm account #1410424227 has not been sent to collections with Jeff French, the NBTS executive minutes for May 20<sup>th</sup>, 2008 have board approval to send to collections.

MSA: November 2008 meeting minutes.

Motioned Tabled to 1/09 mtg: November 2008 Financials.

**MSA**: Work order log.

MSA: Drip system proposals from Emma Landscape for \$960.00.

**Motioned Tabled to 1/09 mtg**: Michael and Ron to look at possible flooring replacements for B building at J.W. Flooring.

MSA: Reimbursement for plumbing repairs. (Send Michael Kewins corrected letter)

Motioned Tabled to 1/09 mtg: CC&R's update.

MSA: La Jolla Lock Schlage Generic replacement proposals for \$3,206.18.

**Motioned Tabled to 1/09 mtg:** Clarification of bids for Elevator piston and cylinder replacement and include pumps in bids.

**Motioned Tabled to 1/09 mtg:** Emma Landscaping proposals for right side of front planter for \$1775 & left side of front planter for \$2,735. Also tabled were the proposal for front turf areas for \$800 and the landscape design plans.

**Motioned Tabled to 1/09 mtg:** Merrill Lynch CD recommendations. Management to confirm any shorter term investments that will increase rate of return.

**Motioned Tabled to 1/09 mtg:** Coastal plumbing proposal for \$338.19. (Ron Wichner requested)

**MSA:** Sonnenberg draft of the Annual Review/Taxes.

**MSA:** Sonnenberg proposal for 2009 Full Reserve Study (with on site inspection) for \$800.00.

MSA: Sonnenberg proposal for September 30, 2009 Review/Tax Proposal for \$1,200.

Motioned Tabled to 1/09 mtg: Sandez proposal to paint stairwells.

Next Board of Directors Meeting will be held on January 20, 2009 at 5:30 pm.

There was no action taken/nothing discussed in executive session.

The meeting adjourned at 6:03 pm.

Approved:	/s/ R. Miller	Date:	1/20/2009