

Normandy by the Sea
Board of Directors Meeting Minutes
Held April 6, 2009 at the Normandy pool house

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

The meeting was called to order at 4:04 pm.

Open Forum: No members were present.

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

Motioned, Seconded and Approved (MSA): Agenda.

Management Report: Reschedule installation date for elevator flooring with Resource flooring. Ensure Emma landscape is watering the small palm in front of the B building entrance and the planter box north of the pool house. Magnum Sealing and Paving to make driveway repairs on April 15-17; driveway will not be accessible April 16 and 17. Have asphalt contractor bid new driveway holes and bill the homeowner for repairs. Have plumber check out the leak in corner next to the sink in the Pool House. Speak with homeowner regarding repairs to the driveway as a result of their tenant moving in. Contact Homeowner, get move-in fee for tenant and complete information on occupant registration form. Get elevator flooring schedule (work not to be done on the 28th of April.) Also research \$100 credit from Resource Flooring). Have AJ (pool vendor) turn spa heater off.

MSA: March 2009 meeting minutes.

MSA: Work order log.

MSA: Reliable Elevator proposal for \$86,500.

Motioned Tabled to 4/09 mtg: CC&R's update.

Motioned Tabled to 7/09 mtg: Coastal Plumbing revised proposal & ASAP Drain proposal regarding installation of isolation valves.

MSA: Leak Technologies proposal for Pool/Spa compliance for \$5,600.

MSA: Green Valley landscaping proposal to trim the Junipers for \$1,550.

MSA: CTE lighting proposal for \$9,996.58.

Action Taken without Notice: The Board approved unanimously Berg Insurance renewal proposal due 5/3/2009 for \$18,094. Renewal includes Property, General liability, Umbrella, Directors & Officers, Fidelity Bond and Workers Comp.

Next Board of Directors Meeting will be held: May 19, 2009.

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

The meeting adjourned at 4:54 pm.

Approved: _____ /s/ Ree Miller

Date: _____ 5/19/2009