

**Normandy by the Sea**  
**Board of Directors Meeting Minutes**  
**Held June 19, 2009 at the Normandy pool house**

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

The meeting was called to order at 4:01 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:** Management to purchase a self standing "No dogs allowed" sign for North West side of Building B. Management to send letter out to homeowners and tenants regarding what is allowed to be stored in the garage e.g. Bikes, Surfboards and strollers everything else must be put in locker or removed. Inform Bill from CTE when he comes out to repair and replace exterior light fixtures, to look at building A's trash room light (the light switch in trash room turns of the lobby lights wiring is crossed). Health Department needs to key to pool pump room. Management to provide Reliable with a key for elevator repairs prior to June 6<sup>th</sup>. Board to select carpet sample and approved carpet replacement in pool house, expense not to exceed \$1,000. Management to begin budget process in July. Management to provide bids for earthquake insurance. Management to get vendor to complete striping in guest and resident parking outside of garage.

**MSA:** May 19, 2009 meeting minutes as amended.

**MSA:** March, April and May 2009 financials

**MSA:** Work order log.

**Motioned/Tabled to 7/09 mtg:** CC&R's update.

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

**MSA:** Merrill Lynch CD recommendations. Ron Wichner to inform Merrill Lynch via e-mail and cc management and Board

**Motioned/Tabled to 7/09 mtg:** Bird Problem

**MSA: Millennium's proposal to repair the pool house cabinets for \$680.**

Next Board of Directors Meeting will be held: July 21, 2009.

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

The meeting adjourned at 4:49 pm.

Approved:     /s/ Ree Miller    

Date:     7/21/2009