

**Normandy by the Sea**  
**Board of Directors Meeting Minutes**  
**Held July 21 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 5:30 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 have Bill Clark from CTE look at broken 3<sup>rd</sup> light in pathway close to the concrete culvert and switch in garage of the A building, switch is currently turning off sconces in lobby and switch should on turn on and off light in trash room. Management to get landscape bids for August meeting. Management to write and send out letter to homeowners making them aware of the governing documents revisions will be posted on the NBS website (instructed to wait to send letter after attorney has made appropriate modifications). Certified letter to be sent to homeowner and tenant with return receipt requested regarding garage parking space availability during elevator repairs in the A building. In addition, management instructed to have Coastal plumbing install hot and cold valves in B building laundry tray faucet area.

**Motioned Tabled to 8/09 mtg:** June 2009 Financials

**MSA:** Work order log

**MSA:** Preliminary CC&R revisions with modification

**MSA:** Preliminary Bylaws revision with modification.

**MSA:** Preliminary Rules and Regulations revision with modification

**MSA:** 2009 Budget

**MSA:** Like New Pools estimate to do repairs on the pool and spa for \$1,182.31

**MSA:** Vortex proposal for preventative maintenance contract every 6 months for \$99.95

**MSA:** Berg earthquake insurance proposal with 10% deductible for total annual premium of \$13,660.15

**MSA:** AYC Cleaning Systems Inc. work order to clean all carpets in both A& B building and clubhouse for \$769.44

**Motioned Tabled to 8/09 mtg:** Sonnenberg Draft Reserve Study

**Motioned Tabled to 8/09 mtg:** Coastal Plumbing revised proposal & ASAP Drain proposal regarding installation of isolation valves.

**MSA:** Send certified letter to both homeowner and tenant regarding their garage parking space will not be available for parking due to mandatory repairs to the elevator starting 7 am August 4, 2009. Letter to include vehicle will be towed to outside/street parking area if the vehicle is not removed by the requested date. Return receipt required.

Next Board of Directors Meeting will be held: TBA

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

The meeting adjourned at 7:25 pm

Approved: \_\_\_\_\_/s/ Ree Miller

Date: \_\_\_\_\_ 8/18/2009