

Normandy by the Sea
Board of Directors Meeting Minutes
Held August 18, 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 provide Michael Kewin with update business cards and provide Rita with a mock agenda. Millennium to fix sign down in driveway. Management to have Reliable Elevator call Michael about the additional cost for the additional day for the elevator repairs. Get information and bids for composite fire proof shakes. Have Millennium repair storage lockers in Building B garage wall. Get additional proposals for roofing.

Motioned Tabled to 9/09 mtg: Need two more bids for monthly landscaping

MSA: All three of Fire Watch proposal for annual service & inspection of Rubbish/Trash Chute fire doors \$330, Class II Wet Standpipe System \$210 and Automatic Fire Sprinkler System \$185.

MSA: June and July 2009 Financials

MSA: Violation and Work order log

MSA: Sonnenberg revised Reserve Study for \$800.

MSA: ASAP Drain Guys & Plumbing proposal for installation of 68 isolation valves not to exceed \$6,500.

Motioned Tabled to 9/09 mtg: Merrill Lynch CD recommendations.

Next Board of Directors Meeting will be held: September 15, 2009.

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

The meeting adjourned at 6:35 pm.

Approved: _____ /s/ Ree Miller

Date: _____ 9/15/2009