

*Normandy by the Sea*  
**Board of Directors Meeting Minutes**  
**Held September 15, 2009 at the Normandy pool house**

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

Clark Henry was absent.

The meeting was called to order at 5:45 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 signs for the elevator stating management is aware of the noise and vibration of the elevator , not to be concerned as it is not a safety issue and that it will be fixed. Management to contact Reliable elevator to find out when they are going to fix the bounce in the Building B elevator. Speak with C.T.E. to provide catalog of candidates for exterior patio fixture replacements. Management to send acknowledgement of Clark Henry's approved board resignation effective September 30, 2009, inform membership of vacancy and send out Board applications for his replacement.

**MSA:** August 2009 Financials

**MSA:** Violation and Work order log

**MSA:** Reliable Elevator to revise their proposal to include higher grade roller guide replacement, bid not to exceed \$6,000.

**MSA:** To give Emma Landscaping thirty (30) day notice and hire Artistic Maintenance, Inc. for monthly landscape contract for \$1,800 per month. (Artistic to contact Michael Kewin).

**MSA:** Paradise Roofing Company roof maintenance proposal for \$1,995.

**MSA:** Carter Schroy appointed inspector of election.

**Motioned Tabled to 11/09 mtg:** Merrill Lynch CD recommendations.

**MSA:** Proposed revised (final) governing documents with correction.

Next Board of Directors Meeting will be held: TBA

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

The meeting adjourned at 7:30 pm.

Approved:           /s/ Ree Miller          

Date:           10/20/2009