

Normandy by the Sea
Board of Directors Meeting Minutes
Held October 20, 2009 at the Normandy pool house

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

The meeting was called to order at 5:32 pm.

Open Forum: Nadine Eisen and Charlotte Gumbrell were in attendance. Nadine wanted to let the Board know there was a sale on building shakes.

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, vibration and jerks in the elevators, and that they are not safety issues and will be fixed. Speak with C.T.E. again to provide catalog book of styles of lighting fixtures candidates for the exterior patios. Management to schedule jetting of the garage drains, find a power wash company that will come out immediately after the jetting. Schedule with 2 weeks notice to the membership. Pest control to be called out to address possible rats in small cable box on the roof of Building B. Notify N.N. Jaeschke to clean elevator floor in B building and include in regular maintenance. Schedule Sandez to come out and give estimate for repairs for A-31 patio railings.

MSA: September 2009 Financials

MSA: September 15, 2009 Open Session minutes

MSA: Violation and Work order log

MSA: To reimburse A-16 \$114.50 for the Association's plumbing expense.

Motioned Tabled to 12/09 mtg: Review of possible new patio lighting fixtures.

Motioned Tabled to 12/09 mtg: ASAP Plumbing proposal to replace leaky drain pipes and in A&B garages. (Get 2nd bid from Coastal Plumbing.)

Motioned Tabled to 12/09 mtg: Coastal Plumbing proposal for \$1,420 per building for rough in plumbing to add a new washing machine in laundry room in both buildings. (Get 2nd bid from ASAP.)

MSA: FireWatch revised proposals for repairs to standpipe system in A and B Buildings for \$1484.

MSA: Drain Patrol Annual Preventative Maintenance for \$1,875 for jetting of the drains in each garage.

Motioned Tabled to 12/09 mtg: Merrill Lynch CD recommendations.

Motioned Tabled to 12/09 mtg: Coastal Plumbing proposal for \$5,861 to install a new 100 gal. commercial water heater. (Need 2nd bid.)

MSA: Berg Insurance to increase total liability coverage of property & general liability to \$6,000,000 (with single coverage of \$4,000,000) for additional \$600 per year.

MSA: Jeff French of Green, Bryant & French appointed inspector of CC&R and By-Laws vote count at the scheduled Board meeting on December 8th, 2009.

Next Board of Directors Meeting will be held: December 8, 2009 at 5:30 pm.

The meeting adjourned at 6:10 pm.

Approved: /s/ Ree Miller

Date: 12/8/2009