

*Normandy by the Sea*  
**Board of Directors Meeting Minutes**  
**Held January 19, 2010 at the Normandy pool house**

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

The meeting was called to order at 5:30 pm.

**Open Forum:** Sheila Stephan was in attendance.

Unless otherwise indicated, upon motion duly made, the following motions were passed unanimously.

**Motioned, Seconded and Approved (MSA):** Agenda.

**Management Report:** Management to instruct CBS, Community Building Services, to power wash Building A. There are about 64 patio light fixtures to be replaced. Two books of fixture samples were given to the Board. The owner of B12 needs to file a registration form. Management to instruct Landscape Company of two sprinkler heads close to building B are broken. Pete Calvi to address the B32 and B34 railing issues. Millennium to make drywall repairs in each laundry room. Management to send letter to homeowners regarding recent plumbing issue and educate the homeowner what is not suppose to be put down the garbage disposal. Send letter to delinquent homeowner and instruct them they are to pay all their dues owing subsequent to beginning of filing for bankruptcy. Management to follow up with Reliable Elevator regarding the B building elevator still jumping.

**MSA:** October, November & December 2009 Financials.

**MSA:** The minutes for the meeting held on December 8, 2009 were approved.

**MSA:** The Violation and Work order log were reviewed and accepted.

**Tabled:** Counting of votes on the revised CC&R's and Bylaws because the 75% quorum requirement had not been reached. The deadline was extended until 5pm on February 16, 2010.

**Tabled:** Outdoor patio lighting (C.T.E.)

**MSA:** ASAP proposal for \$4,600 to replacing leaky drain pipes and fittings in both garages.

**MSA:** To purchase from Pride Laundry 2 new washing machines for \$1,946.58.

**MSA:** To pay KMP Plumbing bill for \$362.14 for clogged pipes.

Next Board of Directors Meeting will be held on February 16, 2010 at 5:30 pm.

The meeting adjourned at 6:20 pm.

Approved:     /s/ Michael Kewin    

Date:           2/16/2020