Normandy by the Sea Board of Directors Meeting Minutes Held March 16, 2010 at the Normandy pool house

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

The meeting was called to order at 5:32 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 send 2nd letter to two homeowners to submit a filled-out Occupant Registration form along with the \$100 fee and \$100 fine for non-compliance within 10 days per Rules and Regulations. Management to ask Cortez Tree Service and Artistic Maintenance to revise their bid for complete stump removal of Melaleuca tree. Notify Bill Clark (CTE) that light fixture on west side of parking lot is on all the time. Also request bid to replace four light fixtures on the south side of the buildings with fixtures similar to those that are next to the roll-up garage doors. Management to send a response to homeowner regarding the removal of the Melaleuca tree. Management to get proposals for replacement of the wooden shakes and front entry doors. Communicate with homeowner and send out 2nd letter regarding delinquent plumbing fees that need to paid or the Board will take further action.

Tabled: February 2010 financials.

MSA: The minutes for the meeting held on February 16, 2010 were approved.

MSA: The Violation and Work order log was reviewed and accepted.

MSA: ASAP Drain & Plumbing proposal to replace cracked 2-inch drain pipe between garage and B-15 lavatory sink for \$1,528.

MSA: Millennium to complete dry wall repairs for above work; price not to exceed \$500.

Tabled: Outdoor patio lighting (CTE)

MSA: Send 2^{nd} notification to homeowner that recent KMP Plumbing invoice that the tenant paid will not be reimbursed by the HOA; it is a homeowner responsibility.

Tabled to 4/10 mtg: Deck repairs at B-31 (management to provide additional bids)

Tabled to 4/10 mtg: Exterior stucco repairs (management to get an additional bid)

Action Taken without a Meeting: The board unanimously approved via e-mail the Millennium Building Services bid to complete mold remediation in B-12.

Next Board of Directors Meeting will be held on April 20, 2010 at 5:30 pm.

The meeting adjourned at 6:20 pm.

Approved:	/s/ Michael J. Kewin	Date:	4/20/2010