

Normandy by the Sea
Board of Directors Meeting Minutes
Held June 15, 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 4:30 pm.

Open Forum: Jim Jelley was present.

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

Motioned, Seconded and Approved (MSA): Agenda.

Management Report: Management to follow up with Artistic regarding the arborist findings for the ficus and other plant material dying or diseased. Get earthquake insurance bid. Have homeowner write a formal request for Board approval of tubing on the exterior of the unit. Speak with CTE regarding the work order to fix the lights at B front entry. Contact J.K. Saddington to follow up with additional information regarding shake replacement. Send notice to homeowners regarding the unknown vehicle in an exterior parking space. Contact Sonnenberg to begin reserve study. Send letter to homeowner again regarding exterior white cable.

MSA: April and May 2010 financials accepted.

MSA: The minutes for the meeting held on April 20, 2010 were approved.

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

MSA: Green Bryant & French to record liens on two delinquent homeowner accounts.

MSA: Fire Watch quotation & agreement for annual service of (2) fire alarms systems for \$390.

MSA: Like New Pool Cleaning & Repair to replace spa cover price not to exceed \$1,000.

Tabled to 7/10 mtg: Outdoor patio lighting (CTE).

Tabled to 7/10 mtg: Wood Shingle / Wood Door replacement

Action Without a Meeting: The Board affirmed unanimous approval via e-mail CTE proposal to replace old exterior fixtures with current style fixtures for \$704.88.

MSA: Mark Good Construction Inc. proposal to complete additional stucco repairs; not to exceed \$400.

MSA: To transfer reserve account from Merrill Lynch to Morgan Stanley Smith Barney.

MSA: AYC Cleaning Systems Inc proposal to clean hall and pool room carpets for \$918.72.

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

The meeting adjourned at 5:25 pm.

Approved: /s/ Ree Miller

Date: July 20, 2010