

**Normandy by the Sea**  
**Board of Directors Meeting Minutes**  
**Held January 18, 2011 at the Normandy pool house**

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

The meeting was called to order at 5:35 pm.

**Open Forum:** No homeowners were 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 check when the junipers were trimmed last. Retain two other bids for tree trimming. Management to get bids for repair and Fire retardation of shingle siding. Pete to look at Rees balcony which is rusting. Artistic to trim Ficus hedge down below bottom of balcony of A-15. Management to address removal of red truck in violation of parking rules.

**MSA:** Minutes of the November 16, 2010 meeting.

**Tabled to 2/11 mtg:** Acceptance of November & December 2010 financials.

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

**MSA:** *(Action without a Meeting-Board unanimously approved)* ASAP Plumbing to finish the drain pipe work on the south side of the A building for \$2,200.

**MSA:** Sonnenberg & Company, CPAs to prepare their review and taxes for \$1,200 and reserve study update for \$450 for 2011.

**Tabled to 2/11 mtg:** California Association of Realtors FHA Regulatory (Certification) changes.

**Tabled to 2/11 mtg:** Wood Shingle / Entry Door replacements (Management and ARC to obtain bids for repairs and fire retardants for existing shingles)

**Tabled to 2/11 mtg:** Patio Light Fixtures (Management to contact Bill Clark to obtain marine brass light fixture examples book for next meeting)

**MSA:** Guardian Elevator's proposal for replacement of the elevator roller guides in the both building elevators for \$6,680.00.

**MSA:** Fire Watch quotation & agreement for fire alarms system repairs in building A for \$424.16.

**MSA:** Drain Patrol annual PM to clean all of the common area drains for \$1,875.

**MSA:** Morgan Stanley Smith & Barney recommendation continuing to ladder portfolio: \$50,000 in 12-month CD, \$50,000 in 24-month CD and \$34,919 plus interest to remain liquid in the money market. (Ron to communicate approval to David Lynn)

Next Board of Directors Meeting is scheduled for February 22, 2011 at 5:30 pm.

The meeting adjourned at 7:00 pm.

Approved:       /s/ Carter B Schroy      

Date:       2/22/11