

**Normandy by the Sea  
Board of Directors Meeting Minutes  
Held February 22, 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:** There were three homeowners in attendance.

**Guests:** Jeremy and Shannon from Reconstruction Experts attended the meeting to clarify siding questions and introduce another product.

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

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

**Management Report:** Management to have LaBarre/Oksnee to bid insurance renewal. Send the Board contract with Sandez for the railing project. E-mail Ron the description of work done done to repair the front entry door system that was not working. Contact Guardian Elevator and inform them the homeowners will need 5 days advance notice of work beginning on elevators. Inform Like New Pools the pool light timer will need adjusting pool should be lighted at night. E-mail a copy of water bill to Carter. Send violation letter to homeowner in B building regarding belongs in front of doorway and stairwell. Also, send a violation notice to truck owner with expired tags. Carter, Ree and Arjon to instruct board on suggested height of the Junipers to provide specifications on how much the junipers will need to be trimmed.

**MSA:** Minutes of the January 18, 2011 meeting with revision.

**MSA:** Acceptance of November & December 2010 and January 2011 financials.

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

**MSA:** California Association of Realtors FHA Regulatory (Certification) changes.

**Tabled to 3/11 mtg:** Wood Shingle / Entry Door replacements (Management and ARC to obtain bids for repairs and fire retardants for existing shingles)

**Tabled to 3/11 mtg:** Patio Light Fixtures (Management to contact Bill Clark to obtain marine brass light fixture examples book for next meeting)

Next Board of Directors Meeting is scheduled for March 15, 2011 at 5:30 pm.

The meeting adjourned at 7:30 pm.

Approved:     /s/ Carter B Schroy    

Date:     3/15/11