

**Normandy by the Sea
Board of Directors Meeting Minutes
Held July 21, 2011 at the Normandy pool house**

Board Directors Present: Gary Malino, Ree Miller, Carter Schroy and Ron Wichner. Also present was Tony Easton from Pilot Property Management. Pete Calvi was excused.

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

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

Motioned, Seconded and Approved (MSA): Agenda.

There were no committee reports.

Management Report: Management mailed the new elevator permits to Guardian, and presented a bill from Presidential Structures which Gary and Ron agreed to discuss with the vendor. Management was instructed to place "Rules and Regulations" and "Fines Policy" on the agenda for next month. Pilot was asked to have the leaking shower valve outside the pool fixed asap by ASAP.

MSA: To table indefinitely the CERT information for lack of interest.

MSA: Minutes of the meeting held June 21, 2011 and Special Siding meeting held July 12, 2011.

MSA: Acceptance of June 2011 financials, subject to clarification/modification regarding insurance payments/prepayments. Terry from Pilot to talk with Gary.

MSA: The Violation and Work order logs were reviewed and accepted.

Tabled to 8/11 mtg: Shingle Replacement and Front Entry Door Projects. There was discussion regarding the need for plywood sheathing under the shingle replacements as two vendors had different answers. Tony was asked to have an expert contact Ron about the siding project.

MSA: Mark Good Construction proposal for patio work in units A30, A34, A32, A20 and A27, not to exceed \$3240.

Tabled to 8/11 mtg: Mark Good's \$1015 bid to refurbish the deck of unit B12. Because the owner had modified the original deck covering, Ron was going to approach the owner with the bid.

The next Board of Directors Meeting is scheduled for Tuesday August 16, 2011 at 5:30 pm.

The meeting adjourned at 6:15 pm.

An Executive Session of the Board was held subsequent to the regular meeting at which owner delinquencies were discussed.

Approved: _____

Date: _____