

Normandy by the Sea
Board of Directors Meeting Minutes
Held September 20, 2011 at the Normandy pool house

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

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

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

Motioned, Seconded and Approved (MSA): Agenda.

Committee Reports: Arjon D'Angelo (Landscape Committee) requested the Board to get bids to trim the trees.

Management Report: Management to inform janitorial company to clean carpet stains on first floor next to the elevators in both A&B buildings. In addition, management to inform the janitorial company the storage room door lock had been broken and would like them to communicate with Pilot when something is broken. Landscape walks are scheduled for the first Tuesday of each month at 10 am. Management to get three tree trimming bids; companies to meet with Ron. Management requested to expense the prepaid insurance currently on the Balance Sheet. Since we have received fewer ballots than required for a quorum at the Annual General Meeting, the Board asked management to call all homeowners who have not mailed in their ballots, and will not attend the meeting, to mail them immediately.

Ratified Action Without a Meeting: Unanimous approval of Walt Carucci's proposal in the amount of \$1,540 for assistance in managing the shingle project.

MSA: Minutes of the meeting held August 16, 2011.

MSA: Acceptance of August 2011 financials with an adjustment in prepaid insurance.

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

Tabled to 10/11 Meeting: Siding & Entry Door Proposals.

MSA: Doorworkx, Inc. \$963 proposal to replace the gear box on the B building roll-up gate.

The next scheduled meetings are the Annual General Meeting on September 24th 2011 at 10:00 am, immediately followed by the Board's Organizational Meeting to elect officers.

The meeting adjourned at 6:46 pm.

Approved: _____

Date: _____