

**Normandy by the Sea
Board of Directors Meeting Minutes
Held October 19, 2011 at the Normandy pool house**

Board Directors Present: Ron Wichner, Ree Miller, and Carter Schroy. Gary Malino and Pete Calvi were absent.

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) submitted her report that will be on the agenda and discussed in November's Board meeting.

Management Report: Management to get carpet cleaning company to clean carpet on first floor next to the elevators in both A&B buildings. In addition, management to contact Robin Hilton and have her bid the same items as Crown Point. Emergency Lighting in hallways to be included on next months agenda. Management to purchase new pool/spa sign for spa and pool hours sign to replace faded one outside at spa gate entry.

MSA: Minutes of the Board meeting held September 20, 2011.

MSA: Minutes of the September 24, 2011 Organizational Meeting Minutes.

Tabled to Nov. 2011 Meeting: Acceptance of September 2011 financials.

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

MSA: Walt Carucci to be retained as the siding project construction manager for \$1,330.

Tabled to Nov. 2011 Meeting: Front Entry Door Proposals.

Tabled to Nov. 2011 Meeting: Pool Heating

Tabled to Nov. 2011 Meeting: Tree Trimming

Special Board Meeting Executive Session Ratified: A noticed special Board meeting was held October 7, 2011. It included an executive session to evaluate contractors for the siding project. Reconstruction Experts, Inc. was selected as the primary contractor (3 in favor, 1 against, one director absent.) No other business was conducted.

The next scheduled Board meeting is November 15, 2011 at 5:30 pm.

Meeting adjourned at 6:40 pm.

Approved: _____

Date: _____