

Normandy by the Sea  
Board of Directors Meeting Minutes  
Held December 20, 2011 at 5:30 pm at the Normandy pool house

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

Homeowner present: Sheila A. Stephan

Also present was Rita Petrekova from Pilot Property Management.

The meeting was called to order at 5:33pm.

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

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

**Special Assessment:** Inspector of Elections, Ms. Stephan, counted the ballots received for the \$3000 special assessment for the shingle/siding project. The proposal was approved by a majority of the membership: 22 in favor, 6 against; 10 did not vote.

**Committee Reports:** Landscape Committee Report

**Management Report:** Management to obtain a report/ bid from DoorWorkx to inspect the elevator guides and see if they recommend the mohair that was recommended by Vortex. Management to follow up with Jon Wayne Construction regarding unit B-11. Management instructed to obtain another bid for the same type of entry door replacements as that obtained by Pete Calvi. Management to prepare a notice to Owners regarding the payment methods for the special assessment. Three Phase Electric to be instructed to revise bid to change only hallway emergency light bulbs to LEDs as opposed to installing new light fixtures.

**Ratified Action without a Meeting:** Approval of Hilton Tree Service to trim trees.

**MSA:** Minutes of the Board meeting held November 15, 2011.

**Tabled:** Acceptance of November 2011 financials.

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

**MSA:** Payment of the \$3000 special assessment per homeowner to begin in March 2012.

**Tabled:** Front Entry Door Proposals.

**Tabled:** Lobby changes.

The next scheduled Board meeting is January 17, 2012.

Meeting adjourned at 6:40 pm.

Approved:  /s/ Carter Schroy

Date:  1/17/2012