

**Normandy by the Sea**  
**Board of Directors Meeting Minutes**  
**March 19<sup>th</sup>, 2013 at 5:30 pm at the Normandy pool house**

**Board Directors Present:** Carter Schroy, Pete Calvi, Regina Balch-Remer, Gary Malino, and Charlotte Gumbrell

**Others Present:** Rita Petrekova, Tony Easton, Esperanza Stevens, and Tony Timmons from Pilot Property Management  
Lighting Distinctions Representatives  
Four homeowners

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

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

**Committee Reports:** Architectural Committee Report

**Management instructed to:**

1. Obtain cost from Mark Good to caulk the windows that are having a more immediate leak issue in units B-15 and A-15.
2. Obtain a legal opinion from Green, Bryant, and French regarding the window and deck maintenance responsibility.
3. Prior to installation of new sensor lights on Building B, have Three Phase meet onsite with at least two Board members for placement of the lights.
4. Tow mini-Van from property.

**MSA:** Minutes of the Board meeting held February 19, 2013.

**Tabled:** Acceptance of January and February 2013 Financials.

**OLD BUSINESS**

**MSA:** B-11 Leak project completed per Board.

**Tabled:** Light fixtures

**MSA:** Motion Sensor Lights on Building B to be installed by Three Phase Electric with location to be determined by at least two Board members meeting with the vendor onsite.

**Tabled:** Deck and Railing Repair.

**NEW BUSINESS**

**Tabled:** Window leak responsibility

**Tabled:** Window and Door Re-caulking/Repairs

**MSA:** Replace gate motor in A Building

The next scheduled Board meeting is April 16, 2013.

Meeting adjourned at 6:45 pm.

Approved:  Date: 4-16-13