

**Normandy by the Sea  
Board of Directors Open Meeting Minutes  
June 18, 2013 at 5:30 p.m.  
Normandy pool house**

**CALL TO ORDER**

There being a quorum of Directors present in accordance with the Bylaws of the Association, the Open Session Meeting was called to order at 5:32 pm.

<b>Board Directors Present:</b>	Regina Balch-Remer	President
	Carter Schroy	Secretary
	Pete Calvi	Vice-President
	Charlotte Gumbrell	Director at Large
<b>Board Directors Absent:</b>	Gary Malino	Treasurer
<b>Others Present:</b>	Tony Timmons	Pilot Property Management

**REPORTS**

**The following reports were reviewed and filed:**

Work Order Report  
Landscape Report  
Architectural Report

**HOMEOWNER FORUM**

Homeowner forum was not conducted since there were no owners present.

**CONSENT CALENDAR**

A. Minutes for the Open session dated May 21, 2013

Resolution: The Board of Directors approved the May 21, 2013 open session minutes with corrections.

B. Financial Statement April 30 and May 31, 2013

The Board tabled the financials until the next meeting.

**UNFINISHED BUSINESS**

A. Light Fixture Replacement Project

The Board reviewed the proposal provided by Lighting Distinctions and determined that the expense was too high and to search for other options.

B. Window Issues

The issue is ongoing and will be discussed at the next meeting. Management was instructed to obtain pricing from JW Construction for the remaining windows on the property.

C. Investment Follow-Up

The Board Treasurer reviewed the additional information from the April 16<sup>th</sup> meeting regarding penalties if any for early withdrawal of the CD's. No additional action necessary at this time.

D. Reserve Study Update Proposals

The Board reviewed the proposal provided by McCaffery, Sonnenberg & Co, and Paul Trower.

Resolution: The Board of Directors approved the proposal presented by McCaffery and instructed management to ensure the windows were included as an option to provide an idea if a special assessment would be in order for the new year.

**NEW BUSINESS**

A. Landscaping Contract/Proposal

The Board reviewed the proposals for cost comparison and service performance of the current landscape vendor. The Board tabled the issue until the August meeting.

B. Del Mar Fair & Security Issues

With the Fair and Del Mar Races, the Board instructed management to send a postcard notice out to all owners as a reminder to lock doors and windows when they are not home.

C. Annual Fire Sprinkler Inspection

The Board reviewed the proposal provided by Firewatch for the annual fire sprinkler inspection in the amount of \$420.

Resolution: The Board of Directors approved the proposal as presented not to exceed \$420.

D. Parking Garages Pipe Plumbing Repairs

Drain Patrol provide a proposal to repair a few pipes may be cause leaking and damage in the near future since they were rusted in the amount of \$1,252.

Resolution: The Board of Directors approved the proposal as presented in the total amount of \$1,252.

E. Protec Maintenance Schedule

Management informed the Board that the techs will be onsite as close to the 1<sup>st</sup> and the 15<sup>th</sup> of each month. They will check in and out with a Board member and will check off items on the priority list.

F. Protec Gate Proposal

The Board reviewed the proposal from Protec in the amount of \$2,056 to install a gate in the grass area behind Building B in order to keep non-residents from using the grass area for their pets.

Resolution: The Board determined the expense was too high and wanted a proposal for something less expensive such as a wooden gate. This item will be reviewed at the next walk thru with Protec.

G. Move-in/out Policy

The Board discussed having a new policy to include a deposit for any damages and to make certain there is no dumping either on the sidewalk or in the dumpsters. Management instructed to prepare a draft for review of a new policy and to have pad hooks installed in the elevator by maintenance.

**NEXT MEETING**

The next Board of Directors meeting is July 16, 2013 at 5:30pm at the Normandy by the Sea Pool house.

**ADJOURNMENT**

There being no further business to come before the Board of Directors, the Open Session Meeting was adjourned at 6:48pm.

Cathy S. Sebring  
SIGNATURE

7/16/13  
DATE