

**Normandy by the Sea  
Board of Directors Open Meeting Minutes  
July 16, 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 5:30 pm.

<b>Board Directors Present:</b>	Regina Balch	President
	Carter Schroy	Secretary
	Pete Calvi	Vice-President
	Charlotte Gumbrell	Director at Large
	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 June 18, 2013
- B. Financial Statements April 30 and May 31, and June 30 2013

Resolution: The Board of Directors approved the Consent Calendar items A-B as presented.

**UNFINISHED BUSINESS**

- A. Light Fixture Replacement Project

The Board is searching for other options as vendors for the project. Carter Schroy will be obtaining proposals and prices for the Board to review.

- B. Window Issues

The Board will address the window issues at the Annual Meeting and instructed management to contact Walter Carucci to assist in obtaining pricing for the HOA as a whole in phases since the project will be costly

- C. Landscaping Contract/Proposal

The Board tabled the item until the August meeting.

- D. Move-in/out Policy

The Board reviewed the policy regarding move in/out procedures for the Association and instructed management to draft a new copy to include using the stairs for moving if possible, to notify management to put up elevator pads, upon move out no dumping of furniture or any other items in the dumpsters or sidewalk, and to assess a \$250 fine plus any damages if management is not contacted prior to move in/out. Draft will be prepared and reviewed for approval at the August meeting.

**NEW BUSINESS**

A. Annual Meeting

The Annual meeting was set for Saturday, September 21, 2013 at 10am.

B. Draft Reserve Study

The Board reviewed the new reserve update prepared by McCaffery Reserves and noted some corrections. The Board tabled the draft until the August meeting.

C. Draft 2013-2014 Budget

The budget will be prepared for review by the Board at the August meeting.

D. Earthquake Insurance Renewal

This item was tabled for discussion at the August meeting since it expires on August 30, 2013.

**NEXT MEETING**

The next Board of Directors meeting is August 20, 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 6:34pm.

Cathy B Schroy  
SIGNATURE

8/20/13  
DATE