

**\*\* DRAFT \*\***  
**Normandy by the Sea**  
**Board of Directors Meeting Minutes**  
**Held November 15th, 2011 at the Normandy pool house**

**Board Directors Present:** Ron Wichner, Ree Miller, Gary Malino, Pete Calvi and Carter Schroy. Also present was Cami Surette from Pilot Property Management.

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

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

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

**Committee Reports:** None

**Management Report:** Management to obtain schedule of maintenance from Fire Watch. Also call Vortex and find out why they sent a bid to replace right hand glide on elevator? Management to scan and send Ron and Gary a copy of the taxes/audit. Follow up with DoorWorkx regarding replacement of the part for the garage gate. Management to obtain a bid from Three Phase to replace the emergency lighting with led lights. Follow up with Handyman Dan to repair side doors. Ask landscapers to periodically clean the tree debris from the staircases that lead to the garages.

**Ratify Action without a Meeting:** Unanimous approval to approve Robin Hilton's Tree Trimming proposal.

**MSA:** Minutes of the Board meeting held October 19, 2011.

**MSA:** Acceptance of September & October 2011 financials.

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

**MSA:** To use Sherwin Williams paint and match the color to (Behr) 760B-6 Traditional.

**MSA:** Siding Special Assessment of \$3,000 per homeowner if approved with a vote of the membership. (Carter Schroy voted against)

**Tabled to Dec. 2011 Meeting:** Front Entry Door Proposals.

**MSA:** Landscape Committee recommendation to remove the Philodendron/Elephant Ears.

**MSA:** Sonnenberg Audit/Tax Draft.

The next scheduled Board meeting is TBD.

Meeting adjourned at 7:10 pm.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_