

***Provence Townhouse Association  
Board of Directors Meeting Minutes  
August 17, 2011***

**CALLED TO ORDER:** The Provence Townhouse Association Board of Directors meeting was called to order by Dieter Reitzig at 6:35 p.m. The meeting was held onsite. Present were Dieter Reitzig, Ron Smookler, Karen Gruber, Donna Wheeler, and Steve Parker. Also present was Marilyn Ruybal of CMS.

**HOMEOWNER FORUM:** The owners of Units 26 and 22 attended the meeting.

The owner of Unit 26 attended the meeting to discuss the back yard structure that was installed by the owners of Unit 25. He provided a written complaint to the Board. The Board will schedule a meeting with the Association's attorney to discuss what options if any the Board has regarding this situation. The Board will communicate their findings to the owners of both Units 25 and 26 within 2 weeks.

The owner of Unit 22 attended the meeting to ask that the edging between Units 22 and 23 be removed or replaced as well as the dangerous edging on the other side of Unit 23.

**APPROVAL OF MINUTES:** Karen Gruber motioned to ratify the electronic vote to approve the June 1, 2011, Board meeting minutes as mailed. Seconded by Ron Smookler. Motion carried.

**FINANCIALS:** The financials were reviewed and discussed. Karen Gruber motioned to accept the July 2011 financials as mailed. Seconded by Donna Wheeler. Motion carried.

The current collection status report prepared by HindmanSanchez was made available.

**COMMITTEE REPORTS**

**Maintenance/Landscape:** Ron Smookler discussed the sprinkler repairs and believes that all of the major concerns have been remedied.

**Landscape:** Karen Gruber said that Ross Tree Company completed the tree trimming project and are in the process of revising the shrub trimming bid. The Committee will have the landscape company revise their bid regarding the berm work at Unit 60.

Dieter Reitzig recommended that the Landscape Committee discuss installing landscaping between the driveway strips where the sod has died rather than replace the sod.

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Finance/Reserve Study: No report was provided.

Architectural: Donna Wheeler reported that she has no current requests.

**UNFINISHED BUSINESS**

The Board was provided a proposal from Environmental Designs, Inc., to replace sod throughout the community. No action was taken at the meeting.

The Board was provided proposals to replace and/or repair concrete throughout the community. No action was taken at the meeting.

The Board was provided a proposal from Environmental Designs, Inc., for irrigation deferred maintenance. The Board agreed to table a decision until the September 2011 meeting.

Ron Smookler motioned to ratify the electronic vote to approve the proposal from Environmental Designs, Inc., to trim back the vines at Units 59 and 60. Seconded by Donna Wheeler. Motion carried.

The Board was provided a proposal from Environmental Designs, Inc., for slit seeding the sod area between Units 12 and 13 or installing new sod. The Board agreed to table a decision until the September 2011 meeting.

Karen Gruber motioned to approve the proposal from Environmental Designs, Inc., to install 4- to 8-inch cobble stone and create a 1-foot design in the mulch bed located between Units 25 and 26 for \$277.02. Seconded by Ron Smookler. Motion carried.

Karen Gruber motioned to accept the proposal from Environmental Designs, Inc., to repair the irrigation system based on the proposed irrigation check repairs list for \$550. Seconded by Ron Smookler. Motion carried.

Donna Wheeler motioned to ratify the electronic vote to accept the proposal from Environmental Designs, Inc., to investigate the irrigation issues in the lateral line for Unit 13 for \$450. Seconded by Ron Smookler. Motion carried.

Donna Wheeler motioned to ratify the electronic vote to accept the proposal from Environmental Designs, Inc., to replace the irrigation controller at Unit 14 for \$635.80. Seconded by Karen Gruber. Motion carried.

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Karen Gruber motioned to offer the owners of Units 34 and 35 the August 17, 2011, proposal from Environmental Designs, Inc., to install 4- to 8-inch cobble stone and installation of one Karl Forester Grass and two Burning bushes for a total of \$299.86 and if the owner wants additional options, they will pay for those options; and the Association will reimburse the owners for the mulch \$325. Seconded by Steve Parker. Motion carried.

Karen Gruber motioned to accept the proposal from Standard Fence Company to replace the fences at Units 9, 16, and 23 for \$4,920. Seconded by Ron Smookler. Motion carried.

The Board discussed the letter from the owner of Unit 45 with regard to the fence repairs. The Board will provide the proposals and other information to the owner as requested.

The Board was provided proposals for replacing the roof on the ladies bathroom at the pool. Ron Smookler will contact Dag Schlehuber to obtain warranty information and ask if the cost is to coat the entire roof.

**NEW BUSINESS**

Karen Gruber motioned to accept the resignation of Jill Stoeffler. Seconded by Donna Wheeler. Motion carried. The resignation will be made a part of these minutes.

Karen Gruber motioned to appoint Steve Parker to fill the remainder of Jill Stoeffler's term. Seconded by Donna Wheeler. Motion carried.

The Board was provided proposals to clean the gutters, downspouts, and underground drains and pop-ups throughout the community. No contract was awarded at the meeting.

Karen Gruber motioned to accept the proposal from Homestead Painting LLC to paint Units 9-15 for \$13,093 plus carpentry repairs. Seconded by Donna Wheeler. Motion carried.

The Board was provided proposals for 2012 pool services. No contract was awarded at the meeting.

The Board was provided a proposal to prepare the 2011 tax returns. No contract was awarded at the meeting.

The Board was provided proposals for tree and shrub care. No contract was awarded at the meeting.

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The Board was provided proposals to provide 2011 and 2012 snow removal and 2012 landscaping maintenance. No contract was awarded at the meeting.

The Board was provided the 2010 tax returns for signature.

The Board was provided a proposed 2012 budget.

ADJOURNMENT: There being no further business to come before the Board, the meeting adjourned at 9:06 p.m.

Minutes prepared by Community Management Specialists, Inc.

## Marilyn Ruybal

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**To:** LouAnn Ruybal

**Subject:** RE: solution

----- Original Message -----

**From:** Jill.Stoeffler@HealthONEcares.com

**To:** [wdreitzig@msn.com](mailto:wdreitzig@msn.com) ; [klkrauss@comcast.net](mailto:klkrauss@comcast.net) ; [donnamwheeler@gmail.com](mailto:donnamwheeler@gmail.com) ; [2smooklers@msn.com](mailto:2smooklers@msn.com)

**Sent:** Friday, July 29, 2011 12:48 PM

**Subject:** RE: solution

Please accept this email as my letter of resignation. Effective today

Jill

Jill Stoeffler

O.R. Operations Manager

303.869.2000

**This email and any files transmitted with it may contain PRIVILEGED or CONFIDENTIAL information and may be read or used only by the intended recipient. If you are not the intended recipient of the email or any of its attachments, please be advised that you have received this email in error and that any use, dissemination, distribution, forwarding, printing, or copying of this email or any attached files is strictly prohibited. If you have received this email in error, please immediately purge it and all attachments and notify the sender by reply mail or contact the sender at the number listed.**

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**From:** DIETER REITZIG [<mailto:wdreitzig@msn.com>]

**Sent:** Friday, July 29, 2011 12:15 PM

**To:** [klkrauss@comcast.net](mailto:klkrauss@comcast.net); [donnamwheeler@gmail.com](mailto:donnamwheeler@gmail.com); [2smooklers@msn.com](mailto:2smooklers@msn.com); Stoeffler Jill

**Subject:** Re: solution

A. Rules and regulation do not override the covenants. That would be another point to argue by her attorney.

B. Adding hoses to the rules and regulations after the fact (attorney's letter) would not eliminate the present problem.

Dieter

----- Original Message -----

**From:** Jill.Stoeffler@HealthONEcares.com

**To:** [wdreitzig@msn.com](mailto:wdreitzig@msn.com) ; [klkrauss@comcast.net](mailto:klkrauss@comcast.net) ; [donnamwheeler@gmail.com](mailto:donnamwheeler@gmail.com) ; [2smooklers@msn.com](mailto:2smooklers@msn.com)

**Sent:** Friday, July 29, 2011 11:51 AM

**Subject:** solution

There is a much simpler solution. Make an entry into the "Rules" stating hoses neatly coiled on a hose holder are permissible. You board has that authority

Game over

J