

***Provence Townhouse Association
Board of Directors Meeting Minutes
September 21, 2011***

CALLED TO ORDER: The Provence Townhouse Association Board of Directors meeting was called to order by Dieter Reitzig at 6:38 p.m. The meeting was held onsite. Present were Dieter Reitzig, Ron Smookler, and Steve Parker. Also present was Marilyn Ruybal of CMS.

Donna Wheeler was excused from the meeting. Karen Gruber handed in her resignation prior to the meeting via email and did not attend the meeting.

HOMEOWNER FORUM: The owners of Unit 26 attended the meeting to discuss the installation of an 8-foot high 14-foot long trellis with the installation of vines to screen the Tiki Hut that was installed in Unit 25's back yard. The owners will present a plan for the Board's consideration after obtaining approval from Denver's zoning department.

APPROVAL OF MINUTES: Ron Smookler motioned to approve the August 17, 2011, Board meeting minutes as mailed. Seconded by Steve Parker. Motion carried.

FINANCIALS: The financials were reviewed and discussed. Ron Smookler motioned to accept the August 2011 financials as mailed. Seconded by Steve Parker. Motion carried.

The Board discussed purchasing CD's. Marilyn will consult with the investment representative at Edward Jones and obtain a plan for the Board's consideration.

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

COMMITTEE REPORTS

Maintenance/Landscape: Ron Smookler discussed the broken main water line at Unit 31.

Landscape: The Board discussed the proposal from Ross Tree Company for tree and shrub pruning and removal.

Finance/Reserve Study: No report was provided.

Architectural: The Board reviewed one request from the owner of Unit 6. The request was for approval to make landscaping and fence modifications.

UNFINISHED BUSINESS

The Board was provided a proposal from Environmental Designs, Inc., for irrigation deferred maintenance. The Board agreed to not accept the proposal.

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 not accept the proposal.

Marilyn reported Standard Fence Company completed the replacement of the fences at Units 9, 16, and 23.

The Board was provided a copy of the signed agreement from the owner of Unit 45 with regard to the replacement fence.

Steve Parker motioned to accept the proposal from Homestead Painting LLC to clean the gutters in the fall 2011 and spring 2012 for a total of \$4,640; this contract includes cleaning the green pop up tops. Seconded by Dieter Reitzig. Motion carried.

Ron Smookler motioned to accept the 2012 pool contract from Alligator Spa and Pool Services, Inc., for \$5,100. Seconded by Steve Parker. Motion carried.

Ron Smookler motioned to accept the proposal from Dix Barrett & Stiltner PC to prepare the year end 2011 tax returns for \$375 to \$475. Seconded by Steve Parker. Motion carried.

Steve Parker motioned to accept the proposal from HSI to provide tree and shrub care and to deep-root feed the trees for a total of \$2,080. Seconded by Ron Smookler. Motion carried.

Steve Parker motioned to accept the landscape maintenance and snow removal proposal from All Phase Landscape for \$11,941.65 for 15 months plus hourly rates for irrigation and general; and hourly snow removal services. Seconded by Dieter Reitzig. Motion carried.

Dieter Reitzig motioned to accept the amended 2012 budget. Seconded by Steve Parker. Motion carried.

Dieter Reitzig motioned to table awarding a contract for pruning trees and removing shrubs throughout the community until spring 2012. Seconded by Steve Parker. Motion carried. Ron Smookler abstained.

Ron Smookler motioned to ratify the electronic vote to accept the proposal from Dag Schlehuber to repair the roof on the ladies bathroom at the pool for \$980. Seconded by Steve Parker. Motion carried.

NEW BUSINESS

A proposal to wrap the back flow and install a backflow enclosure was presented to the Board. The Board elected not to award the contract.

Ron Smookler motioned to accept the proposal from Warner Concepts, LLC, to replace the main line pipe at Unit 31 for \$5,250. Seconded by Steve Parker. Motion carried.

Ron Smookler motioned to approve the Application for Construction/Property Improvement submitted by the owner of Unit 6 to remove the wooden fence, pergola and old fence; install compatible wooden interior fences between units, new smaller concrete deck, and install small plantings; and removal of small plants in courtyard strip and the installation of new plants. Seconded by Dieter Reitzig. Motion carried.

Ron Smookler motioned to approve the ACC request from the owner of Unit 60 to install new porch and patio lights. Seconded by Dieter Reitzig. Motion carried.

Ron Smookler motioned to accept the proposal from Homestead Painting LLC, to replace the gutter on the second level of Unit 49 for \$191. Seconded by Dieter Reitzig. Motion carried.

The Board was provided a draft annual meeting notice, proxy, and agenda for their review and discussion.

The next meeting will be held on October 19, 2011, in Unit 42.

ADJOURNMENT: There being no further business to come before the Board, the meeting adjourned at 9:49 p.m.

Minutes prepared by Community Management Specialists, Inc.