

***Provence Townhouse Association
Board of Directors Meeting Minutes
October 19, 2011***

CALLED TO ORDER: The Provence Townhouse Association Board of Directors meeting was called to order by Dieter Reitzig at 6:33 p.m. The meeting was held onsite. Present were Dieter Reitzig, Ron Smookler, Steve Parker, and Donna Wheeler. Also present was Marilyn Ruybal of CMS.

HOMEOWNER FORUM: The owner of Unit 26 attended the meeting to present a plan for the installation of an 8-foot high 14-foot long trellis with vines to screen the Tiki Hut that was installed in Unit 25's back yard. The owners of Units 56, 58, and 60 attended the meeting to discuss the replacement of the gas lines.

APPROVAL OF MINUTES: Ron Smookler motioned to approve the September 21, 2011, Board meeting minutes as mailed. Seconded by Steve Parker. Motion carried.

FINANCIALS: The financials were reviewed and discussed. The Board did not accept the September 2011 financials as mailed.

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

COMMITTEE REPORTS

Maintenance/Landscape: Ron Smookler discussed the gas line replacement project and the concrete issue between Units 12 and 13.

Landscape: The Board discussed the approval of the proposal from Ross Tree Company for tree and shrub pruning and removal. EDI will trim the bushes that hang over the walks and driveways.

Finance/Reserve Study: No report was provided.

Architectural: No requests at this time.

UNFINISHED BUSINESS

Ron Smookler motioned to approve the plan presented by the owner of Unit 26 for the installation of an 8-foot high 14-foot long trellis with vines to screen the Tiki Hut that was

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installed in Unit 25's back yard at the Association's cost for a total of \$2,777.50. Seconded by Donna Wheeler. Motion carried.

Dieter Reitzig motioned to accept the resignation of Karen Gruber. Seconded by Donna Wheeler. Motion carried.

Steve Parker motioned to ratify the electronic vote to accept the proposal from Ross Tree Company for \$750 to provide tree and shrub services throughout the community. Seconded by Ron Smookler. Motion carried.

Marilyn informed the Board that the annual meeting notice and proxy, budget, and spa consent from on October 3, 2011.

NEW BUSINESS

Dieter Reitzig motioned to ratify the electronic vote to approve the contracts with Lakewood Plumbing LLC to pressure test the gas piping for \$2,380 and repair underground gas lines for \$7,460. Seconded by Ron Smookler. Motion carried.

Steve Parker motioned to ratify the electronic vote to approve the proposal from The Gas Connection, Inc., to install a common gas line for Unit 31 and a common gas line to Units 56-60 for \$6,300. Seconded by Ron Smookler. Motion carried.

The Board was provided a proposal from The Gas Connection, Inc., to install permanent individual underground gas piping to replace the temporary gas lines for Units 31 and 56-60. Additional bids will be obtained. The Board agreed that the affected owners should be given the opportunity to meet with the contractor selected.

The Board was provided a 1st Notification from the Denver Water with regard to a 5-year cancellation notification.

ADJOURNMENT: There being no further business to come before the Board, the meeting adjourned at 8:33 p.m.

Minutes prepared by Community Management Specialists, Inc.